

CITY COUNCIL AGENDA

Tuesday, December 20, 2016 7:00 p.m. Coon Rapids City Center Council Chambers

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Pledge of Allegiance

Roll Call

Adopt Agenda

Proclamations/Presentations

1. Oath of Office for New Police Officer

Approval of Minutes of Previous Meeting

2. Approve Minutes of December 6, 2016

Consent Agenda

- 3. Adopt Resolution 16-137, Amending the 2016 Budget to Replace Snow Blower at Recycling Center
- 4. Approve 2017 Workers Compensation Coverage
- 5. Adopt Resolution 16-140 Revising Assessment for Project 16-3
- 6. Approve a Class A On Sale and Sunday Liquor License for Pappy's Cafe 2 Inc
- 7. Adopt Resolution 16-141, Approving New Gambling Premises Permit for Coon Rapids High School Spirit Booster Club

- 8. Adopt Resolution 16-144, Accepting a Donation from the Coon Rapids Crime Prevention Association
- 9. Adopt Resolution 16-145, Accepting a Donation from the Coss Family Foundation
- 10. Receive Report from CRMAF Board of Directors
- 11. Concur with CRMAF Board of Directors Recommendations
- 12. Adopt Resolution 16-136 Accepting \$12,000 Grant from CRMAF for the Home for Generations II Program
- 13. Accept Informational Item: Corporate Officer Change for Osaka Steakhouse, 77 85th Ave NW
- 14. Adopt Resolution 16-146, Establishing Bunker Hills Golf Course Fees and Charges

Public Hearing

15. Hold Public Hearing and Consider Authorizing Application for 2017 Community Development Block Grant Program

Bid Openings and Contract Awards

16. Consider Resolution No. 17-7(9) Awarding Contract for 2017 Well Rehabilitation Program

Old Business

New Business

- 17. Accept Feasibility and Order Public Hearing and Assessment Hearing for Street Reconstruction Project 17-1
- 18. Accept Feasibility and Order Public Hearing and Assessment Hearing for State Aid Street Reconstruction Project 17-2
- Accept Feasibility and Order Public Hearing and Assessment Hearing for Street Reconstruction
 Project 17-3
- 20. Accept Feasibility and Order Public Hearing and Assessment Hearing for Street Reconstruction Project 17-4

- 21. Adopt Resolution 16-138 Approving 2017-2018 Teamsters Local 320 ("Public Works") Collective Bargaining Agreement
- 22. Adopt Resolution 16-139 Approving 2017-2018 International Association of Firefighters Labor Agreement
- 23. Consider Resolution 16-142, Approving Year End Budget Appropriations
- 24. Adopt Resolution 16-143, Approving 2017 Compensation Plan for Unrepresented Employees

Open Mic/Public Comment

Reports on Previous Open Mic

Other Business

Adjourn



City Council Regular 1.

Meeting Date: 12/20/2016

Subject: Oath of Office for New Police Officer

From: Brad Wise, Police Chief

INTRODUCTION

Steve Minion is a new police officer serving the citizens of Coon Rapids. Mayor Koch is asked to administer the Oath of Office to Officer Minion.

DISCUSSION

Chief Wise will introduce Officer Steve Minion to the community on the occasion of his graduating from the police department's field training program and beginning his service to the citizens of Coon Rapids. Officer Minion was a Community Service Officer who was hired as a police officer August 2016 and has since been in the police department's training program. Upon his graduation he will be "pinned" with his permanent badge #152 by someone he has chosen for this honor. Following the pinning Mayor Koch will administer the Oath of Office.

RECOMMENDATION

Staff recommends Mayor Koch administer the Oath of Office to Officer Steve Minion.

BUDGET IMPACT:

Officer Minion replaced a retired officer. There is no fiscal impact.

Attachments

Minion Oath of Office

OATH OF OFFICE

STATE OF MINNESOTA)
COUNTY OF ANOKA) ss
CITY OF COON RAPIDS)
I, Steve Minion, do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Minnesota, and discharge faithfully the duties of a Police Officer for the City of Coon Rapids, in the County of Anoka, and the State of Minnesota, to the best of my judgment and ability.
Steve Minion
WITNESSED:
Jerry Koch, Mayor
Filed this 20 th day of December, 2016.



City Council Regular 2.

Meeting Date: 12/20/2016

SUBJECT: Approve Minutes of December 6, 2016

Attachments

December 6, 2016

UNAPPROVED

COON RAPIDS CITY COUNCIL MEETING MINUTES OF DECEMBER 6, 2016

CALL TO ORDER

The first regular meeting of the Coon Rapids City Council for the month of December was called to order by Mayor Jerry Koch at 7:00 p.m. on Tuesday, December 6, 2016, in the Council Chambers.

PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Koch led the Council in the Pledge of Allegiance.

ROLL CALL

Members Present: Mayor Jerry Koch, Councilmembers Denise Klint, Ron Manning, Wade

Demmer, Brad Johnson and Steve Wells

Members Absent: Councilmember Jennifer Geisler

ADOPT AGENDA

MOTION BY COUNCILMEMBER WELLS, SECONDED BY COUNCILMEMBER MANNING, TO ADOPT THE AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

PROCLAMATIONS/PRESENTATIONS

None.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

- 1. NOVEMBER 15, 2016, SPECIAL MEETING
- 2. NOVEMBER 15, 2016, COUNCIL MEETING

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER JOHNSON, FOR APPROVAL OF THE MINUTES OF THE NOVEMBER 15, 2016, SPECIAL MEETING. THE MOTION PASSED UNANIMOUSLY.

Page 2

MOTION BY COUNCILMEMBER WELLS, SECONDED BY COUNCILMEMBER KLINT, FOR APPROVAL OF THE MINUTES OF THE NOVEMBER 15, 2016, COUNCIL MEETING. THE MOTION PASSED UNANIMOUSLY.

CONSENT AGENDA/INFORMATIONAL BUSINESS

- 3. ADOPT RESOLUTION 16-129, AMENDING THE RECYCLING CENTER BUDGET FOR THE PURCHASE OF ADDITIONAL CARTS
- 4. APPROVE FINAL PAYMENT FOR PROJECT 15-3, STREET RECONSTRUCTION
- 5. APPROVE FINAL PAYMENT FOR PROJECT 15-1, STREET RECONSTRUCTION
- 6. ADOPT RESOLUTION 16-130 MISCELLANEOUS ASSESSMENT ABATEMENT (1232 98TH LANE)
- 7. APPROVE FINAL PAYMENT FOR PROJECT 15-20, 2016 PARK REDEVELOPMENT PROJECTS
- 8. APPROVE CONTRACT EXTENSION WITH TOKLE INSPECTIONS FOR ELECTRICAL INSPECTIONS
- 9. ADOPT RESOLUTION 16-133, AUTHORIZING PURCHASE OF TWO (2) NEW ROOFTOP HEAT UNITS FOR PUBLIC COMMUNICATIONS
- 10. APPROVE 2017 BUSINESS LICENSE RENEWALS
- 11. ACCEPT INFORMATION ITEM: CORPORATE OFFICER CHANGES FOR BUSINESS LICENSES

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, FOR APPROVAL OF THE CONSENT AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

PUBLIC HEARING

12. HOLD CURRENCY EXCHANGE LICENSE PUBLIC HEARING AND CONSIDER LICENSE APPLICATION FOR YOUR EXCHANGE

The Staff report was shared with Council.

Councilmember Demmer asked if this license was approved on a yearly basis. City Clerk Lenzmeier reported this was the case.

Mayor Koch opened the public hearing at 7:05 p.m.

Scott Bennett, owner of SJB Enterprises, Inc., provided the Council with background information on who he was and what he does. He noted the various addresses his business has been located at in Coon Rapids, stated he currently had five locations. He was excited to report his corporate office would be moving to Coon Rapids Boulevard.

Mayor Koch closed the public hearing at 7:08 p.m.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER WELLS, TO CONCUR WITH THE MINNESOTA DEPARTMENT OF COMMERCE APPROVAL OF THE 2017 CURRENCY EXCHANGE LICENSE FOR SJB ENTERPRISES INC., DBA YOUR EXCHANGE, 3070 COON RAPIDS BOULEVARD. THE MOTION PASSED UNANIMOUSLY.

13. CONSIDER RESOLUTION 16-132 APPROVING MINNESOTA INVESTMENT FUND LOAN DOCUMENTS FOR A PROJECT BY RMS COMPANY

The Staff report was shared with Council.

Mayor Koch opened and closed the public hearing at 7:11 p.m. since no one appeared to address the Council.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT RESOLUTION NO. 16-132 APPROVING MINNESOTA INVESTMENT FUND LOAN DOCUMENTS FOR A PROJECT BY RMS COMPANY. THE MOTION PASSED UNANIMOUSLY.

14. TRUTH-IN-TAXATION HEARING AND ADOPTION OF 2017 BUDGET AND TAX LEVY

The Staff report was shared with Council.

Councilmember Demmer explained the City Council did not set property values. Finance Director Legg reported this was the case.

Mayor Koch opened and closed the Truth-in-Taxation hearing at 7:45 p.m. since no one appeared to address the Council.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT RESOLUTION NO. 16-134 ADOPTING THE 2017 BUDGET. THE MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT RESOLUTION NO. 16-135 ADOPTING THE 2017 TAX LEVY. THE MOTION PASSED UNANIMOUSLY.

City Council Meeting Minutes December 6, 2016 Page 4

UNAPPROVED

BID OPENINGS AND CONTRACT AWARDS None. OLD BUSINESS None.

15. CONSIDER RESOLUTION 17-6(8) APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS – PROJECT 17-6, 2017 SANITARY SEWER LINING

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT RESOLUTION NO. 17-6(8); APPROVING THE PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE 2017 SANITARY SEWER LINING PROGRAM. THE MOTION PASSED UNANIMOUSLY.

16. PC16-26, CONSIDER RESOLUTION 16-131, APPROVING PRELIMINARY AND FINAL PLAT, WOODS AT CROOKED LAKE, 2928 129TH AVENUE

The Staff report was shared with Council.

Councilmember Klint asked if all of the driveways would have access to Crookled Lake Boulevard. Planner Harlicker reported all driveways would be coming off of 129th.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 16-131 APPROVING THE FINAL PLAT FOR WOODS AT CROOKED LAKE WITH THE FOLLOWING CONDITIONS:

- 1. ALL COMMENTS OF THE CITY ENGINEER BE ADDRESSED.
- 2. PARK DEDICATION IN THE AMOUNT OF \$6,000 BE PAID PRIOR TO RELEASING THE PLAT FOR RECORDING.
- 3. ONE STREET TREE PER LOT BE PLANTED PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY.

City Council Meeting Minutes UNAPPROVED
December 6, 2016
Page 5

THE MOTION PASSED UNANIMOUSLY.

17. KEITH KUTER, 10031 NORWAY STREET NW, RENTAL LICENSE DENIAL APPEAL

Police Chief Wise described the City's rental license procedure and reported staff's recommendation for the denial was based on the fact the applicant had a criminal conviction. He reviewed the criminal history of Mr. Kuter in detail with the Council.

Mayor Koch questioned when the offenses occurred. Police Chief Wise reported the more serious offense occurred in 2004 and noted Mr. Kuter was still on probation. He explained Mr. Kuter had a probation violation in 2014 for failing to remain law-abiding.

Keith Kuter, 10031 Norway Street NW, thanked the Council for their time. He read a prepared statement to the Council which described his family, work and volunteer history. He noted he grew up in Anoka, graduated first in class from the United States Army Satellite Communication Board in 1999 and stated he was also a felon. He explained that in his 20's he struggled with chemical dependency. He described the events that occurred that led to criminal charges being filed against him.

Mr. Kuter indicated he pled guilty to a second degree possession of drug charge and pled guilty to a pattern of harassing conduct. He commented that this was his way of taking responsibility for his actions, while also getting clean and sober. He explained that his harassing conduct was not domestic assault. He apologized to the Council for his actions but requested reconsideration for his rental license. He stated he served his time and completed all terms of his sentences. He understood how and why he was in the previous situation and was working to repair the relationship he had with his children's mother. He explained that he was working very hard to maintain his recovery over the past 12 years and hoped that his past mistakes would not affect his ability to provide for himself or his children.

Mr. Kuter discussed how his past record has been an obstacle for him in finding gainful employment and housing. He stated one of the proudest moments in his life was purchasing his home on Norway Street. He explained that he had planned to live in this home forever and had made many improvements to the house. However, he met an amazing woman and he would like to rent his home to a nurse practitioner and someday to his mother. He thanked the Council for hearing him out and requested reconsideration of his application.

Councilmember Johnson reviewed City Code regarding rental licenses and asked if the City Attorney viewed any Koskinen Law violation as a bar, despite a resident's best efforts to rehabilitate. City Attorney Brodie advised he viewed there was no rehabilitation from a Koskinen Law violation.

Councilmember Johnson stated he had a difficult time believing that someone convicted of

City Council Meeting Minutes UNAPPROVED
December 6, 2016
Page 6

felony terroristic threats or felony theft could not be rehabilitated ever. He questioned if the City should be putting forward an argument of rehabilitation. City Attorney Brodie explained that manner in which staff interpreted the Koskinen Law does not allow for rehabilitation.

Police Chief Wise added that when the Police Department conducts a criminal background check, it does not have the expertise to judge rehabilitation and his advice would be for Mr. Kuter to seek an expungement.

Councilmember Johnson understood this concern and knew an expungement would be the proper route for Mr. Kuter. He asked if it was staff's recommendation to the City Council that they ought not to consider whether there was evidence put forward regarding rehabilitation. City Attorney Brodie stated this was his recommendation and believed this was not a factor.

Councilmember Johnson questioned if there was another alternative for the appellant to rent out his home through a third party that could be licensed with the City. City Attorney Brodie explained City Code does not provide for this option. He explained the City assumes that as the owner of the property, he would have access to the home. He stated the home could be rented to his mother or any other family member.

Councilmember Klint thanked Councilmember Johnson for raising some good points. She recommended the Council take a closer look at City Code to see if some changes or exceptions could be made. However, she stated based on the language within the current code, she could not support a rental license for Mr. Kuter.

Councilmember Wells indicated he would be denying the appeal as well. He discussed the intent of the Koskinen Law and stated Mr. Kuter could transfer the homeownership to his mother in order to rent the home.

Councilmember Demmer commented on the State Koskinen Law and questioned if more than 10 years had passed since the crime was discharged. He understood the City had its own interpretation on this language in that there was no allowance for rehabilitation. Police Chief Wise reported Mr. Kuter received five years of probation and this was discharged in 2010.

Councilmember Demmer stated he had a hard time reading the City Code knowing there was no allowance for rehabilitation given the fact the State Koskinen Law has a 10-year discharge timeframe. He suggested the City Code be no more stringent than State law. He questioned under what grounds the Council could consider an appeal. City Attorney Brodie argued there were not any grounds for an appeal under this offense.

Councilmember Demmer inquired if there was a stay of imposition offense. Police Chief Wise explained there was a 28-month confinement and he was convicted of a felony.

Councilmember Manning asked what Mr. Kuter was charged with in 2014. Police Chief Wise stated Mr. Kuter was charged with a DWI in 2013 and had a repeat offense for driving without a

City Council Meeting Minutes UNAPPROVED

December 6, 2016

Page 7

license in 2014. It was noted both of these offenses went against his probation as Mr. Kuter had failed to remain law abiding.

Councilmember Manning did not believe the City had a choice in this matter given the language within City Code. He stated he would be voting to deny the appeal.

Councilmember Johnson explained he saw people come through the criminal justice system every day and he understood how personal this issue was. He appreciated Councilmember Wells suggestion and encouraged Mr. Kuter to continue to take steps forward. He was in favor of the City Council reviewing the rental license law due to the fact he was not comfortable with the decision he was being forced to make.

MOTION BY COUNCILMEMBER WELLS, SECONDED BY COUNCILMEMBER JOHNSON, TO AFFIRM THE DENIAL OF A RENTAL LICENSE FOR KEITH KUTER, PROPERTY OWNER OF 10031 NORWAY STREET NW.

Councilmember Johnson agreed this portion of City Code should be revisited by the Council to allow for a third path for those on the road to rehabilitation.

Mayor Koch agreed.

THE MOTION PASSED 5-1 (DEMMER OPPOSED).

Mr. Kuter thanked the Council for their consideration and stated he would continue to work hard to prove himself to the City.

OPEN MIC/PUBLIC COMMENT

Mayor Koch reviewed the rules of order for the Open Mic/Public Comment portion of the meeting.

REPORTS ON PREVIOUS OPEN MIC

None.

OTHER BUSINESS

Councilmember Johnson presented the Mayor and the City of Coon Rapids with a Certificate of Appreciation from the North Star Corridor Development Authority. He read the certificate in full for the record.

City Council Meeting Minutes December 6, 2016 Page 8

UNAPPROVED

Councilmember Klint was pleased a new sign had been posted at Sand Creek.

Mayor Koch stated he attended the grand opening ceremony of Hope for Youth yesterday. He explained their new facility could house 12 youth and would assist them through their homelessness situation.

Mayor Koch requested plowing updates be provided on the City's website. Public Works Director Himmer stated the City had a Snow Plow hotline but indicated he could also work to update the City's website.

Councilmember Klint believed it was a disaster to not plow the cul-de-sacs during the recent snow event, especially given the fact the event occurred over a holiday weekend. She stated she would rather have extra snow in her driveway than on the entire street. Public Works Director Himmer discussed the numerous calls and complaints he received from cul-de-sac homeowners. He stated it was his call to leave the snow on the cul-de-sacs after the recent snow event given the fact it was 50 degrees for several days following the event.

City Manager Stemwedel reminded the Council there would be no worksession meeting on December 13th. He reported there would be a reception for outgoing City Councilmembers at 6:00 p.m. on December 20th.

City Manager Stemwedel thanked the Finance Department for all of their hard work on the 2017 budget.

City Manager Stemwedel noted there would be a special holiday skating event at the Coon Rapids Ice Center on Sunday, December 18th from 5:30 to 7:30 p.m.

Bunker Hills Golf Director Anderson hoped the golf course would be covered with snow soon blanket the course so could welcome cross country skiers. He reminded the public that the clubhouse was open for breakfast every weekend.

Fire Chief Piper reported the Fire Department was participating in the Tiny Tots Toy Drive for Mercy Hospital. He indicated donations could be made at Fire Station #3.

ADJOURN

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER WELLS, TO ADJOURN THE MEETING AT 8:34 P.M. THE MOTION PASSED UNANIMOUSLY.

Jerry Koch, Mayor	

City Council Meeting Minutes	UNAPPROVED
December 6, 2016	
Page 9	
ATTEST:	
Joan Lenzmeier, City Clerk	



City Council Regular

3.

Meeting Date: 12/20/2016

Subject: Adopt Resolution 16-137, Amending the 2016 Budget to Replace Snow Blower at

Recycling Center

Submitted For: Colleen Sinclair, Recycling Coordinator **From:** Colleen Sinclair, Recycling Coordinator

INTRODUCTION

The City Council is asked to amend the 2016 budget for the purchase of a snow blower at the Recycling Center.

DISCUSSION

The current snow blower at the Recycling Center is a hand-me-down from the Parks Dept. from approximately 2000. Due to it's age and condition it is in need of replacement. This equipment is used after hours and on weekends when public works staff is not available. Several quotes have been obtained and a replacement snow blower will cost approximately \$1,000.

RECOMMENDATION

Staff recommends that the City Council approve the proposed budget amendment to replace the snow blower at the Recycling Center.

BUDGET IMPACT:

There are funds currently available in the Recycling Center budget (under the SCORE grant) that will be used for this purchase.

Attachments

Resolution

RESOLUTION NO. 16-137

RESOLUTION AMENDING THE BUDGET TO REPLACE THE SNOW BLOWER THE RECYCLING CENTER

WHEREAS, Section 1-700 of the City Charter provides for adoption of an annual budget and the subsequent amendments; and

WHEREAS, the 2016 budget does not include funds for replace the snow blower at the Recycling Center; and

WHEREAS, the Recycling Center is in need of a snow blower when public works staff is unavailable;

And

WHEREAS, the total cost to complete the purchase is estimated to be \$1,000.00; and

WHEREAS, capital outlay purchases must specifically be identified and funded per the City Code 2-803,

WHEREAS, sufficient funds are available in the Recycling Fund to make this purchase.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota to increase the Recycling Fund budget by \$1,000.00 for the purchase of a new snow blower.

Adopted this 20th day of December, 2016.

ATTEST:	Jerry Koch, Mayor
Joan Lenzmeier, City Clerk	



City Council Regular 4.

Meeting Date: 12/20/2016

Subject: Approve 2017 Workers Compensation Coverage

From: Sharon Legg, Finance Director

INTRODUCTION

The City has been carrying worker's compensation coverage through the League of Minnesota Cities Insurance Trust (LMCIT) which is now up for renewal for the period January 1, 2017 through December 31, 2017.

DISCUSSION

Worker's compensation insurance covers City employees injured on the job, paying lost time and medical bills. The premium is based on wages with unique rates charged to each worker classification like clerical, police, fire, street, etc. Higher rates are charged to the worker classifications with the highest risk of injury. These rates charged to the worker classifications increased three percent for 2017. Medical costs make up 60% of LMCIT's workers' compensation loss costs.

The premium gets adjusted by the experience modification factor. This can either increase or decrease the premium. The experience modification factor for the City is 1.22 for the upcoming policy year, up from 1.18 from the previous year. This factor is an indication of what the City's past experience has been. The lower the factor, the lower the City's worker's compensation premium. The experience modification factor is based on expected losses for the payrolls compared to actual claims paid over the three years prior to the current year (2013, 2014 and 2015). Unfortunately, due to a number of claims that the City incurred in primarily 2013, the factor is high. The 2014 and 2015 are lower, which should help to drive down the modification factor in the future.

There are a number of alternatives to the City for this coverage. The City could choose to buy the regular premium option at \$860,923 or one of three retro-rated plans. Since 1988, the City has chosen one of the retro-rated plans whereby the standard premium was discounted. Under this type of plan, claims paid on behalf of the City are added to the minimum premium up to a maximum. The City risks paying a higher premium in order to hopefully save premium dollars. There is very much an incentive for the City to manage worker's compensation claims. Until the high claim years of 2010, 2012 and 2013, there was a net gain of using the retro plan. Assuming claims return to a "normal" level, the retro plan should again produce savings.

The **regular premium** option is as follows:

Manual Premium \$800,535 After Experience Mod 976,653 Premium Discount (115,730) Net Deposit 860,923

For the upcoming policy year, the following three options of the **retro-rated** plan have been offered to the City:

Retro-Rated Options								
Option	Standard Premium	Minimum Factor	Minimum Premium	Maximum Factor	Maximum Premium			
1)	\$976,653	.266	\$ 259,790	1.3	\$ 1,269,649			
2)	\$976,653	.214	\$ 209,004	1.5	\$ 1,464,980			
3)	\$976,653	.144	\$ 140,638	2.0	\$ 1,953,306			

The recommendation for 2017 includes a potential savings of \$720,285 versus the potential additional costs of \$1,092,383 for opting for Option 3. Due to the high claims cost over the last few years, the City has seen a loss of \$289,585 as of 2015 by opting for the retro plan. However, the City has experienced low claims thus far in 2016, turning that into a net savings of \$347,620. See the attachment for the savings by year. Beginning with 2004, the City has opted for retro-rated Option 3, after selecting Option 2 since 1999.

RECOMMENDATION

Staff recommends Option 3 of the retro-rated plans with the League of Minnesota Cities Insurance Trust be approved.

	Attachments	
History		

Retro Plan History As of 7/31/16 claims run

Option selected	Year	Modificati on Factor	Minimum	Claims	Reduce to maximum	Total	Actual Audited Premium
Retro 1	1989 с	1.19	81,417	73,313		154,730	232,620
Retro 1	1990 c	1.22	104,674	107,600		212,274	299,068
Retro 1	1991 c	1.17	175,884	75,120		251,004	374,221
Retro 1	1992 c	0.94	179,508	143,275		322,783	381,931
Retro 1	1993 o	1.03	151,499	710,030	-390,130	471,399	322,338
Retro 1	1994 c	1.04	149,767	62,320		212,087	336,911
Retro 1	1995 c	1.04	135,391	37,274		172,665	302,892
Retro 1	1996 c	1.01	116,818	99,049		215,867	236,451
Retro 1	1997 o	0.84	150,203	133,437		283,640	201,663
Retro 1	1998 c	0.86	96,622	80,443		177,065	185,945
Retro 2	1999 c	0.9	72,419	102,145		174,564	180,318
Retro 2	2000 c	0.85	69,754	104,623		174,377	173,788
Retro 2	2001 o	0.84	96,147	76,368		172,515	176,996
Retro 2	2002 c	0.81	81,250	92,445		173,695	202,546
Retro 2	2003 o	0.83	107,676	1,071,094	-768,835	409,935	242,638
Retro 3	2004 c	0.82	92,020	94,499		186,519	262,459
Retro 3	2005 c	0.99	90,519	426,587		517,106	351,183
Retro 3	2006 c	0.98	88,496	100,030		188,526	387,229
Retro 3	2007 c	1.05	69,982	135,348		205,330	454,840
Retro 3	2008 c	0.9	85,706	152,749		238,455	430,711
Retro 3	2009 c	0.91	85,675	402,162		487,837	456,185
Retro 3	2010 o	0.86	99,602	1,628,670	-830,956	897,316	398,143
Retro 3	2011 c	0.93	107,731	149,402		257,133	428,486
Retro 3	2012 o	1.16	115,239	928,202		1,043,441	545,210
Retro 3	2013 o	1.16	129,068	1,352,107	-215,803	1,265,372	559,608
Retro 3	2014 o	1.21	133,556	221,538		355,094	666,366
Retro 3	2015 o	1.21	126,850	441,707		568,557	717,684
Retro 3	2016 o	1.18	123,798	30,223		154,021	791,226
Total			3,117,271	9,031,760	-2,205,724	9,943,307	10,299,656
2017 using la	st five year a	vereage	140,638	594,755		735,393	860,923
2017 using la	•	_	140,638	544,211		684,849	860,923

o = open claims closed

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Savings

or -Loss

77,890

86,794

123,217

59,148

-149,061

124,824

130,227

20,584

-81,977

8,880

5,754

-589

4,481

28,851

-167,297

75,940

-174,652

198,703

249,510

192,256

-31,652

-499,173

171,353

-498,231

-705,764

311,272

149,127

637,205

347,620

125,530

176,074



City Council Regular 5.

Meeting Date: 12/20/2016

Subject: Adopt Resolution 16-140 Revising Assessment for Project 16-3

Submitted For: Sharon Legg, Finance Director **From:** Sharon Legg, Finance Director

INTRODUCTION

Staff recommends that the assessment role for Project 16-3, MSA Street Reconstruction be adjusted for the Lawrence Estates.

DISCUSSION

On April 19, 2016, the City Council adopted Resolution 16-3(12) adopting assessments for Project16-3. As discussed at that time, the assessment role included assessments for the Lawrence Estates at the commercial rate. Per an agreement with the property owner, the assessment rate would be reduced if the property owner recorded a residential plat by October 1, 2016. The property owner has now recorded the plat with residential lots and one outlot. Therefore, staff is recommending that the assessment against the property be reduced from \$52,691.81 to \$29,792.38, which includes the residential rate for ten lots in addition to the outlot in the amount of \$11,437.88, the latter of which is at the commercial rate. It is recommended that the assessments on the outlot be postponed until the property develops.

RECOMMENDATION

Staff recommends adoption of Resolution No.16-140 Revising the amount of the Assessment Adopted on Resolution 16-3(12).

Attachments

RS 16-140 RS Exhibit A

RESOLUTION NO. 16-140

RESOLUTION REVISING THE AMOUNT OF THE ASSESSMENT ADOPTED ON RESOLUTION 16-3(12)

- **WHEREAS,** assessments were adopted on April 19, 2016 for City Project 16-3, MSA Street Reconstruction; and
- **WHEREAS**, the assessment role included assessments at the commercial rate for the Lawrence Estates; and
- WHEREAS, an agreement was entered into whereby the assessment rate would be reduced from the commercial rate to the residential rate if the land used as agricultural was sub-divided into ten single family lots and two outlots; and
- WHEREAS, the property was sub-divided and recorded in December 2016; and
- WHEREAS, the amended assessment role is attached to this resolution as Exhibit A: and
- WHEREAS, the terms of the assessment will remain the same as originally adopted, and
- **WHEREAS**, the assessment on the outlot should be postponed until the property is developed and then assessed at the appropriate rate.
- **NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota to revise the assessment role adopted on April 19, 2016 for the Lawrence Estates per Exhibit A, attached.
- **NOW, IT FURTHER BE RESOLVED** by the City Council of Coon Rapids, Minnesota to postpone the assessment on the outlot A until the property is developed.

Adopted this 20thth day of December, 2016.

	Jerry Koch, Mayor	
ATTEST:		
Joan Lenzmeier, City Clerk		

16-3 LAWRENCE ESTATES

		LEVIED ASSESSMENTS	3					LEVIED ASSESSMENTS			
ORIGINAL A	AMT.	9831				REALLOCA	TED ORIGINA	L AMT.			
OLD PINS	PROJECT	DESCRIPTION	UNITS/SF/% RATE		TOTAL	NEW PINS	PROJECT	DESCRIPTION	UNITS/SF/%	RATE	TOTAL
04-43-0003	84971*	16-3	1.00	29417.8	\$29,417.80	04-43-0006	84971P	16-3	1.0000	11437.88	\$11,437.8
04-43-0004	84971*	16-3	1.00	23274.01	\$23,274.01	04-43-0007	84971	16-3	1.0000	1835.45	\$1,835.4
			Total		\$52,691.81	04-43-0008	84971	16-3	1.0000	1835.45	\$1,835.4
						04-43-0009	84971	16-3	1.0000	1835.45	\$1,835.4
						04-43-0010	84971	16-3	1.0000	1835.45	\$1,835.4
					l	04-43-0011	84971	16-3	1.0000	1835.45	\$1,835.4
						04-43-0012	84971	16-3	1.0000	1835.45	\$1,835.45
						04-43-0013	84971	16-3	1.0000	1835.45	\$1,835.48
						04-43-0014	84971	16-3	1.0000	1835.45	\$1,835.45
						04-43-0015	84971	16-3	1.0000	1835.45	\$1,835.45
						04-43-0016	84971	16-3	1.0000	1835.45	\$1,835.45
*Assessmen	t is being change	d from a commercial rate to a r	esidential rate without Outlot A	being cha	nged	04-43-0017	84971	16-3	0.0000		\$0.00
to a Postpon	ed assessment.	Both of these actions require a	Res. & Council Action.								
								Original Allocation			\$52,691.81
								New Allocation			\$29,792.38
								Difference			\$22,899.43



City Council Regular 6.

Meeting Date: 12/20/2016

Subject: Approve a Class A On Sale and Sunday Liquor License for Pappy's Cafe 2 Inc

From: Stephanie Lincoln, Deputy City Clerk

INTRODUCTION

Council is asked to approve a Class A On Sale and Sunday Liquor License for Pappy's Cafe 2 Inc., doing business as Pappy's Cafe.

DISCUSSION

Richard Blood and Michael Blood, owners, have submitted an application for a Class A On-Sale and Sunday Liquor License for Pappy's Cafe 2 Inc. located at 11496 Martin St NW.

Pappy's Cafe 2 Inc. has signed a lease of the former BK Family Restaurant site. The tentative date to start serving intoxicating liquor is January 1, 2017.

The license and investigation fees have been paid. The Police Department has conducted comprehensive background investigations on the owners of the business and nothing was found that would prevent licensing.

A Certificate of Insurance evidencing liquor liability and workers' compensation coverage has been received. Zoning also has been verified as an approved use of the property.

RECOMMENDATION

Approve issuance of a Class A On-Sale and Sunday Liquor License to Pappy's Cafe 2 Inc., d/b/a Pappy's Cafe, 11496 Martin St NW.



City Council Regular 7.

Meeting Date: 12/20/2016

Subject: Adopt Resolution 16-141, Approving New Gambling Premises Permit for Coon

Rapids High School Spirit Booster Club

From: Stephanie Lincoln, Deputy City Clerk

INTRODUCTION

The Office of the City Clerk has received a Lawful Gambling Premises Permit application from Tracy Wigen, on behalf of the Coon Rapids High School Spirit Booster Club, for Pappy's Cafe. This would allow charitable gambling to be conducted on the premises. Council is asked to adopt a resolution for issuance of a Premises Permit for the Coon Rapids High School Spirit Booster Club to conduct pull tabs, bar bingo, tipboards, paddlewheel, and Electronic Pull-Tabs/Bingo gambling at 11496 Martin St NW.

DISCUSSION

Coon Rapids High School Spirit Booster Club has obtained a signed lease agreement with Pappy's Cafe to conduct charitable gambling at the location of 11496 Martin St NW. By obtaining the Premises Permit for Pappy's Cafe, the Coon Rapids High School Spirit Booster Club would have one out of the allowed five locations - two of which require being Electronic Pull-Tab Dispensing Devices. State charitable gambling law requires premises permits for gambling activities be approved or denied by the City Council by resolution.

The appropriate fee has been paid and the Police Department conducted the necessary background investigation with no findings that would prohibit issuing the permit.

RECOMMENDATION

Council is requested to adopt Resolution 16-141 Concurring with Issuance of a Gambling Premises Permit for Coon Rapids High School Spirit Booster Club at Pappy's Cafe, 11496 Martin St NW.

Attachments

16-141 Gambling Premises Permit - Pappys Cafe

RESOLUTION NO. 16-141

RESOLUTION CONCURRING WITH ISSUANCE OF A GAMBLING PREMISES PERMIT FOR COON RAPIDS HIGH SCHOOL SPIRIT BOOSTER CLUB AT PAPPY'S CAFE, 11496 MARTIN ST NW

- WHEREAS, the Coon Rapids City Council has received an application for issuance of a Gambling Premises Permit from Coon Rapids High School Spirit Booster Club at Pappy's Cafe, 11496 Martin St NW; and
- **WHEREAS**, Minnesota State Gambling Control Division requires the local governing body approve or deny the premises permit by adopting a resolution stating such facts; and
- **WHEREAS**, the resolution must be submitted to the Gambling Control Division and must be valid for a two-year license period; and
- **WHEREAS**, the Coon Rapids City Council has adopted City Code Section 5-2000 which states additional provisions that apply to the issuance of gambling licenses; and
- **WHEREAS,** Coon Rapids High School Spirit Booster Club meets the criteria established within the City Code.
- **NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Coon Rapids, Minnesota hereby concurs with the issuance of a Gambling Premises Permit for Coon Rapids High School Spirit Booster Club at Pappy's Cafe, 11496 Martin St NW.

Adopted this 20^h day of December, 2016, by the Coon Rapids City Council.

	Jerry Koch, Mayor	
ATTEST:		
Joan Lenzmeier, City Clerk		



City Council Regular 8.

Meeting Date: 12/20/2016

Subject: Adopt Resolution 16-144, Accepting a Donation from the Coon Rapids Crime

Prevention Association

From: Brad Wise, Police Chief

INTRODUCTION

The Coon Rapids Crime Prevention Association (CRCPA), a 501c3 non-profit, is donating \$2,500 to the City of Coon Rapids in support of the Police Department's Heart Safe Program.

DISCUSSION

The CRCPA is a non-profit organized in 1990 by a group of concerned citizens who wished to support public safety in Coon Rapids by providing financial assistance dedicated to the work of the police department. In June 2016, Centerpoint Energy provided a \$2,500 grant to the City earmarked for supporting the Police Department's HeartSafe program. Centerpoint's grant required a \$2,500 match. The CRCPA received funds to cover the match amount and would now like to donate that \$2,500 to the City. The total of \$5,000 received by the City in 2016 will be spent on training aids dedicated to HeartSafe which include CPR dummies and a CPR/AED training kit designed to teach hands only CPR and AED use.

RECOMMENDATION

Staff recommends adopting Resolution No. 16-144 accepting the \$2,500 donation from the Coon Rapids Crime Prevention Association in support of the Police Department's Heart Safe Program.

BUDGET IMPACT:

Training aids purchased for HeartSafe through the Centerpoint Grand and CRCPA donation will not be more than \$5000, therefore there is no budget impact.

Attachments

Resolution 16-144

RESOLUTION 16-144

A RESOLUTION TO ACCEPT THE DONATION OF MONIES FROM COON RAPIDS CRIME PREVENTION ASSOCIATION TO BE USED TOWARD THE POLICE DEPARTMENT'S HEART SAFE PROGRAM

- **WHEREAS,** Coon Rapids Crime Prevention Association has offered to donate \$2,500 to the City to be used toward the Police Department's Heart Safe Program; and
- **WHEREAS,** Minn. Stat. 465.03 allows cities to accept donations of real or personal property by resolution adopted by a two-thirds majority of Council; and
- WHEREAS, the City Council finds the offered donation to be in the public interest;
- **NOW THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota that the \$2,500 donation from Coon Rapids Crime Prevention Association is hereby accepted; and
- **BE IT FURTHER RESOLVED** that the City of Coon Rapids hereby extends its gratitude to Coon Rapids Crime Prevention Association for its generosity.

Adopted by the Coon Rapids City Council this 20th day of December, 2016.

	Jerry Koch, Mayor	
	Jerry Roch, Mayor	
ATTEST:		
Joan Lenzmeier, City Clerk		



City Council Regular 9.

Meeting Date: 12/20/2016

Subject: Adopt Resolution 16-145, Accepting a Donation from the Coss Family Foundation

From: Brad Wise, Police Chief

INTRODUCTION

The Coss Family Foundation wishes to make a \$1,500 donation to the Coon Rapids Police Department to support the City's K9 program.

DISCUSSION

The Coss Family Foundation is a non-profit organization committed to supporting police K9 programs throughout the area. Foundation staff reached out to Anoka County law enforcement agencies asking how to help support K9 programs within each jurisdiction. The Coon Rapids Police Department applied for a donation for a training aid known as a "Behavioral Shaping Device" to be used for providing positive reinforcement training for dogs to hone drug detection and item search skills.

Modern police dog training is grounded in taking advantage of a dog's play drive. The shaping device rewards a dog for correctly choosing the compartment where contraband is hidden by triggering the mechanical throwing of the dog's favorite toy. This positive model of animal training is strongly supported by K9 training professionals in Minnesota.

RECOMMENDATION

Staff recommends adopting Resolution No. 16-145 accepting a \$1,500 donation from the Coss Family Foundation in support of the Coon Rapids Police Department's K9 program.

BUDGET IMPACT:

The donation covers the full cost of the Behavioral Shaping Device, therefore there is no impact on the City budget.

Attachments

Resolution 16-145

RESOLUTION 16-145

A RESOLUTION TO ACCEPT THE DONATION OF MONIES FROM THE COSS FAMILY FOUNDATION TO BE USED TOWARD THE POLICE DEPARTMENT'S K9 PROGRAM

- **WHEREAS,** Coss Family Foundation has offered to donate \$1,500 to the City to be used toward the Police Department's K9 Program; and
- **WHEREAS,** Minn. Stat. 465.03 allows cities to accept donations of real or personal property by resolution adopted by a two-thirds majority of Council; and
- WHEREAS, the City Council finds the offered donation to be in the public interest;
- **NOW THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota that the \$1,500 donation from Coss Family Foundation is hereby accepted; and
- **BE IT FURTHER RESOLVED** that the City of Coon Rapids hereby extends its gratitude to Coss Family Foundation for its generosity.

Adopted by the Coon Rapids City Council this 20th day of December, 2016.

	Jerry Koch, Mayor	
ATTEST:		
Joan Lenzmeier, City Clerk		



City Council Regular 10.

Meeting Date: 12/20/2016

Subject: Receive Report from CRMAF Board of Directors

Submitted For: Jim Stanton, President, Mortgage Assistance Foundation

From: Cheryl Bennett, Housing and Zoning Coordinator

INTRODUCTION

The Bylaws of the Coon Rapids Mortgage Assistance Foundation (CRMAF), Article III, Section 14., require that minutes of the meetings of the Board of Directors be forwarded to the Coon Rapids City Council. Forwarded herewith are minutes of the 2016 Annual Meeting held on December 1, 2016.

DISCUSSION

The minutes of the Annual Meeting of the CRMAF Board of Directors for December 1, 2016, are attached. Elections to the Foundation Board of Directors were held. Directors are elected to serve three-year terms. The CRMAF Bylaws provide that the City Council may veto the election of any individual to serve as a member of the Board of Directors. Included in the meeting minutes are the following actions:

- 1. Brad Crandall, Tim Howe and Paul Johnson were re-elected to three-year terms on the Board of Directors.
- 2. Jim Stanton, Scott Schulte, Brad Crandall and Al Hofstedt were elected to the offices of President, Vice President, Treasurer and Secretary, respectively, forming the Executive Committee.
- 3. The statuses and funding levels of both the Coon Rapids Housing Loan Program and the ReGenerations Down Payment Assistance Loan Program were considered. Both loan programs are held in the City's Housing Program Fund 19000. The Housing Loan Program holds funds that are available to homeowners for home improvement loans. The Board of Directors is recommending \$800,000 in additional funding be transferred to the Coon Rapids Housing Program Fund 19000) from the Coon Rapids MAF (Mortgage Assistance Foundation) Program Fund 20000, reserving fund use for the Housing Loan Program (home improvement loans), and allocation of the funds to individual loan products within the program is to be determined as needed by action of the Board's Executive Committee. The Coon Rapids MAF Program Fund 20000 holds the residual from the Refunding of the 1979 Housing Revenue Bond issue that provided for low interest mortgages for single-family homebuyers at that time and resulted in the creation of the Coon Rapids Mortgage Assistance Foundation.
- 4. The Board of Directors awarded a \$12,000 grant through the Coon Rapids Mortgage

Assistance Foundation's Fund 82000 to the City of Coon Rapids to underwrite the cost of providing architectural consultations for homeowners participating in the City's Home for Generations II major remodeling program.

5. The Board of Directors discussed convening a facilitated visioning session for its members and provided direction to staff with respect to this.

RECOMMENDATION

The CRMAF Board of Directors requests the City Council receive this report with attached minutes of the Board's December 1, 2016, Annual Meeting and place it on file with the City.

Article III, Section 3., of the Bylaws of the Coon Rapids Mortgage Assistance Foundation provides the City Council with the power of veto over the election of directors elected at the Board of Director's Annual Meeting. If no veto is forthcoming, the elections of Brad Crandall, Tim Howe and Paul Johnson to the Board of Directors will stand.

Attachments 2016 CRMAF Annual Meeting Minutes

COON RAPIDS MORTGAGE ASSISTANCE FOUNDATION - ANNUAL MEETING

The December 1, 2016, meeting was called to order by Treasurer Crandall at 8:35 a.m.

1. Roll call.

Members Present

Brad Crandall, Treasurer

Denise Hosch, Director

Paul Johnson, Director

Al Hofstedt, Secretary

Tim Howe, Director

Denise Klint, Director

Paul Johnson, Director Jerry Teeson, Director

Members Absent Jim Stanton, President Scott Schulte, Vice-President

Others Present Cheryl Bennett, Housing & Zoning Coordinator

Fran Hanson, Accounting Manager

Cindy Hintze, Administrative Support Supervisor

2. Consider adoption of the agenda.

MOTION BY DIRECTOR TEESON, SECOND BY DIRECTOR HOWE, TO ADOPT THE AGENDA. MOTION PASSED UNANIMOUSLY.

3. <u>Consider approval of minutes from the December 3, 2015, Annual Meeting of the Board of Directors.</u>

MOTION BY DIRECTOR HOWE, SECOND BY DIRECTOR KLINT, TO APPROVE THE MINUTES. MOTION PASSED. DIRECTORS HOSCH AND TEESON ABSTAINED.

4. Consider Financial Reports.

Ms. Hanson reviewed the financial reports.

MOTION BY DIRECTOR JOHNSON, SECOND BY DIRECTOR HOSCH, TO ACCEPT THE FINANCIAL REPORTS. MOTION PASSED UNANIMOUSLY.

5. <u>Election of Directors: Elect Directors for three-year terms. The offices of Director Crandall, Director Howe, and Director Johnson expire in 2016. See attached memorandum.</u>

MOTION BY DIRECTOR KLINT, SECOND BY DIRECTOR TEESON, TO ELECT BRAD CRANDALL AS DIRECTOR. MOTION PASSED UNANIMOUSLY.

MOTION BY DIRECTOR KLINT, SECOND BY DIRECTOR TEESON, TO ELECT TIM HOWE AS DIRECTOR. MOTION PASSED UNANIMOUSLY.

MOTION BY DIRECTOR KLINT, SECOND BY DIRECTOR TEESON, TO ELECT PAUL JOHNSON AS DIRECTOR. MOTION PASSED UNANIMOUSLY.

Coon Rapids Mortgage Assistance Foundation Board of Directors Meeting Minutes December 1, 2016 Page 2

6. <u>Election of Officers: President, Vice President, Treasurer and Secretary.</u>

MOTION BY DIRECTOR CRANDALL, SECOND BY DIRECTOR JOHNSON, TO NOMINATE DIRECTOR STANTON AS PRESIDENT. MOTION PASSED UNANIMOUSLY.

MOTION BY DIRECTOR CRANDALL, SECOND BY DIRECTOR HOFSTEDT, TO NOMINATE DIRECTOR SCHULTE AS VICE PRESIDENT. MOTION PASSED UNANIMOUSLY.

MOTION BY DIRECTOR HOSCH, SECOND BY DIRECTOR JOHNSON, TO NOMINATE DIRECTOR CRANDALL AS TREASURER. MOTION PASSED UNANIMOUSLY.

MOTION BY DIRECTOR JOHNSON, SECOND BY DIRECTOR KLINT, TO NOMINATE DIRECTOR HOFSTEDT AS SECRETARY. MOTION PASSED UNANIMOUSLY.

7. Receive report summarizing the status of the Housing Loan Program and Consider allocation of new funds to program.

Ms. Bennett reviewed the reports and noted that the program loan fund for the Home for Generations II program has the most accessed fund by residents. Regarding all loan program funds, there have been six loans removed from the portfolio due to foreclosures, with another six being monitored.

Director Klint asked the Board to consider a program to assist homeowners with exterior repairs on a similar but smaller scale than Home for Generations II program. She questioned that if the goal is to raise the value of the City's housing stock, is there a way to identify and assist in rehabbing houses exhibiting need. Director Johnson suggested that there be a means test for borrowers; Director Teeson agreed. Director Crandall stated he was interested in the concept but suggested it sunset after a specified dollar amount is expended. Ms. Bennett stated the current program includes a loan fund available to all homeowners regardless of the scale of the project but that it doesn't include rebates or other incentives. She noted that funds are available to qualifying borrowers with interest and payment options tied to borrower income and that the City also offers loans through its CDBG program to lower income residents. Board members expressed interest but cautioned that a proposal not supplant current programs, and suggested City Council input on the concept. Director Klint offered to carry this to Council.

MOTION BY SECRETARY HOFSTEDT, SECOND BY DIRECTOR HOWE, TO RECEIVE THE REPORT.

Ms. Bennett clarified the action requested was to also transfer funds. Secretary Hofstedt amended his motion.

Coon Rapids Mortgage Assistance Foundation Board of Directors Meeting Minutes December 1, 2016 Page 3

AMENDED MOTION BY SECRETARY HOFSTEDT, SECOND BY DIRECTOR HOWE, TO RECEIVE THE REPORT AND RECOMMEND THE CITY COUNCIL ALLOCATE \$800,000 FROM FUND 20000 TO THE HOUSING LOAN PROGRAM FUND 19000 SUBJECT TO DIRECTION OF THE EXECUTIVE COMMITTEE FOR LOAN FUND DESIGNATION AS NEEDED. DIRECTOR HOWE AGREED TO THE MOTION AS AMENDED. THE MOTION AS AMENDED PASSED UNANIMOUSLY.

8. Receive report summarizing the status of the ReGenerations Down Payment Assistance Loan Program.

Ms. Bennett reviewed the report and shared that only two loans have closed in 2016; a third closed in 2015 following the Board's annual meeting that year. She stated there are several reasons for limited use of the program including fewer lenders that process FHA 203K loans, borrowers not comfortable investing in the property immediately, and sometimes the appraisal numbers just don't work. The 203k loan can also slow the home buying process that has an effect when it's a seller's market.

MOTION BY DIRECTOR HOWE, SECOND BY DIRECTOR HOSCH, TO RECEIVE THE REPORT. MOTION PASSED UNANIMOUSLY.

9. <u>Consider Funding Application under the Project Funding Guidelines for Fund 82000 from the City of Coon Rapids, Home for Generations II Program – Architectural Assistance.</u>

Ms. Bennett reviewed the request and the architectural component of the Homes for Generations II program. The Board considered the funding guidelines and the composition of expenses and determined they were amenable to funding the request of \$12,000. Members suggested another meeting to have additional discussion on allowing more than just the interest to be used for funding requests.

MOTION BY DIRECTOR TEESON, SECOND BY DIRECTOR KLINT, TO GRANT \$12,000 TO THE HOMES FOR GENERATIONS II PROGRAM. MOTION PASSED UNANIMOUSLY.

10. <u>Set date and time for the 2017 Annual Meeting. The Bylaws establish the first Thursday</u> in December of each year, which will be December 7, 2017.

Director Johnson requested the Board be notified of Executive Committee meetings. Ms. Bennett stated they would be notified and that the meetings are open meetings.

MOTION BY DIRECTOR TEESON, SECOND BY DIRECTOR HOSCH, TO SET THE 2017 ANNUAL MEETING AS THURSDAY, DECEMBER 7, 2017, AT 8:30 A.M. MOTION PASSED UNANIMOUSLY.

Coon Rapids Mortgage Assistance Foundation Board of Directors Meeting Minutes December 1, 2016 Page 4

11. Consider other business.

Discussion was held on having a visioning session for the Board since there are new members. Following additional discussion, the visioning session should be facilitated by someone with a finance background and who would work closely with Ms. Bennett to understand the history and purpose of the Mortgage Assistance Foundation. The session should include the history of the CRMAF, why it exists and where to go in the future. Director Johnson requested the long-standing members speak about the history. Director Klint requested a history of the CRMAF be provided to new City Council members.

12. Adjourn.

MOTION BY DIRECTOR JOHNSON, SECOND BY SECRETARY HOFSTEDT, TO ADJOURN THE MEETING.

Meeting adjourned at 9:55 a.m.

Respectfully submitted by, Cindy Hintze Administrative Support Supervisor



City Council Regular 11.

Meeting Date: 12/20/2016

Subject: Concur with CRMAF Board of Directors Recommendations

From: Cheryl Bennett, Housing and Zoning Coordinator

INTRODUCTION

The Coon Rapids Mortgage Assistance Foundation (CRMAF) Board of Directors held their Annual Meeting on December 1, 2016. Board President Stanton's report to City Council, including draft minutes of their meeting, precedes this item on the agenda. Upon recommendation of the Board of Directors, the City Council is asked to authorize additional funding be transferred to the City's Housing Program Fund 19000. In addition, the City Council is asked to authorize an amendment to the Service Contract with the loan program administrator to administer additional loan program funding.

DISCUSSION

Housing Program Fund 19000 holds the funding for the City of Coon Rapids Housing Program, including funding for the City's home improvement loan and down payment assistance loan programs. The home improvement loan program includes the following funds: Home Improvement Incentive, Home Rehabilitation Assistance, Two-family Home Rehabilitation, Emergency Home Repair and the Home for Generations II loan programs funds. The program assists homeowners of all income levels and covers items ranging from emergency and deferred maintenance needs to major remodeling projects. The first home improvement loans were issued in July 2005. To date, \$4,475,000 in funding has been allocated to the City's Housing Program Fund 19000 to be made available for home improvement loans. As of October 31, 2015, 210 loans have been issued and over 90 percent of the funds under contract with the loan program administrator are committed.

At their meeting on December 1, the Board of Directors reviewed loan activity in each program fund and concluded that previously approved but undesignated funds in the amount of \$800,000 should be allocated to loan program funds at this time. These programming funds were approved previously in two separate actions; one in the amount of \$300,000 in 2013 and a second action for the remaining \$500,000 in 2015. Only the initial \$300,000 is currently under contract with the Center for Energy and Environment, the loan program administrator, and while it is under contract, it had not been designated for specific loan program use. By action of the City Council at the time the funds were approved, the designation of funds to specific loan program use was permitted subject to the direction of the Board's Executive Committee.

During a meeting of the Executive Committee on December 8, 2016, the committee took action to

distribute these funds in the following manner: \$500,000 for the Home for Generation II loan program fund and \$100,000 for each of the following loan program funds: Home Improvement Incentive, Home Rehabilitation Assistance and 2-Family Home Rehabilitation. A copy of the Executive Committee meeting minutes is attached.

The action taken by the Executive Committee requires an amendment to the Service Contract with the loan program administrator to include the additional \$500,000 in program funding. A copy of the proposed Seventh Amendment to Service Contract between the City and the Center for Energy and Environment (CEE) is attached for your reference. It includes only the allocation of additional funding; all other terms of the existing Service Contract remain in effect. Direction regarding the final loan fund designations will be provided to the program administrator separately by letter from the City in accordance with previous practice, and is not included in the contract amendment.

Following review of the status reports for the Coon Rapids Housing Loan Program at their meeting on December 1, the Board of Directors took action recommending that additional funds in the amount of \$800,000 be made available for home improvement loans by moving this amount from the Coon Rapids MAF Fund 20000 to the Housing Program Fund 19000, authorizing the Executive Committee of the Board of the Directors to allocate the additional funding among the individual loan funds of the Housing Loan Program. This action is intended to reserve funding for the Housing Loan Program and staff is not recommending these funds be added to the Service Contract at this time.

RECOMMENDATION

Staff recommends the City Council concur with the recommendation of the Coon Rapids Mortgage Assistance Foundation Board of Directors and approve a funding increase for the Coon Rapids Housing Program Fund 19000 as proposed in the amount of \$800,000 and authorize the transfer of the same amount from Coon Rapids MAF Program Fund 20000 to the CRMAF Housing Program 19000, authorizing the Executive Committee of the Board of Directors to allocate the funding among the individual Housing Loan Program loan funds.

Staff also recommends the City Council authorize the Mayor and City Manager to execute a Seventh Amendment to the Service Contract, together with any other necessary documents, with the Center for Energy and Environment to administer the Coon Rapids Housing Program Home Improvement Loan funds and the Emergency Home Repair Loan Program fund of the City of Coon Rapids Housing Program and providing for an increase in funding in the amount of \$500,000.

Attachments

CRMAF Executive Committee Minutes of 12/08/2016 Seventh Amendment to Service Contract

COON RAPIDS MORTGAGE ASSISTANCE FOUNDATION BOARD OF DIRECTORS EXECUTIVE COMMITTEE MEETING MINUTES OF DECEMBER 8, 2016

A meeting of the Executive Committee of the Coon Rapids Mortgage Assistance Foundation Board of Directors was called to order by President Stanton in Conference Room 3 at City Hall at 8:30 a.m.

Directors Present: Jim Stanton, President; Scott Schulte, Vice President and Al Hofstedt,

Secretary

Director Absent: Brad Crandall, Treasurer

Others Present: Cheryl Bennett, Housing and Zoning Coordinator

The Meeting Agenda was presented by staff and accepted by the members of the Executive Committee.

1. Consider allocation of \$800,000 loan in program funding previously reserved for distribution by the Executive Committee

Ms. Bennett presented information on program loan activity through November 30. Discussion followed regarding the historical usage of the individual loan products within the program and consideration of the level of additional resources needed in each of the program funds. Previous actions of the City Council approved \$800,000 in funding from the Coon Rapids Mortgage Assistance Fund 20000 to the Housing Loan Program Fund 19000. Only \$300,000 of this amount is currently under contract with the program administrator; all of the funds were approved for distribution to loan funds within the program subject to direction by the Executive Committee.

MOTION BY VICE PRESIDENT SCHULTE TO ALLOCATE THE \$800,000 IN UNDESIGNATED FUNDS AS FOLLOWS: \$500,000 TO HFG II LOAN PROGRAM (73505); \$100,000 TO HOME IMPROVEMENT INCENTIVE PROGRAM (73501); \$100,000 TO HOME REHABILITATION PROGRAM (73502) AND \$100,000 TO TWO-FAMILY HOME REHABILITATION PROGRAM (73503); SECOND BY SECRETARY HOFSTEDT. THE MOTION CARRIED UNANIMOUSLY.

2. Other Business

There was no other business before the Committee.

3. Adjourn

PRESIDENT STANTON ADJOURNED THE MEETING AT 8:40 A.M.

Respectfully submitted,

Cheryl Bennett Housing and Zoning Coordinator

SEVENTH AMENDMENT TO SERVICE CONTRACT

Between

COON RAPIDS, A MUNICIPAL CORPORATION ORGANIZED UNDER THE LAWS OF THE STATE OF MINNESOTA AND

CENTER FOR ENERGY AND ENVIRONMENT

THIS SEVENTH AMENDMENT TO SERVICE CONTRACT, made this 20th day of December 2016, the date of signatures of the parties herein notwithstanding, between the City of Coon Rapids, a municipal corporation under the laws of the State of Minnesota, (hereinafter referred to as the "City"), and Center for Energy and Environment, a Minnesota non-profit corporation, 212 Third Avenue North, Suite 560, Minneapolis, Minnesota 55401, (hereinafter referred to as the "Contractor").

WITNESSETH THAT:

WHEREAS, City and Contractor have entered into a Service Contract dated March 1, 2005 (hereinafter "Service Contract"), relating to the administration by Contractor of certain Coon Rapids Housing Program Home Improvement Loan Program funds and the Emergency Home Repair Program fund; and

WHEREAS, the City has decided to allocate an additional \$500,000 to the Coon Rapids Housing Program Loan Funds ("Additional Funds") administered by Contractor under the Service Contract, which Additional Funds are to be allocated among program loan funds under direction of the Executive Committee of the Coon Rapids Mortgage Assistance Foundation; and

WHEREAS, the Contractor has submitted a proposal to administer said programs for the City under all other existing terms of the Service Contract, which proposal has been accepted by the City;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

- 1. <u>Definitions</u>. All capitalized terms, not otherwise separately defined herein, shall have the meanings ascribed to them in the Service Contract.
- 2. <u>Agreement Amended</u>. The term of this Seventh Amendment to Service Contract shall commence immediately and Contractor's obligations under the Service Contract shall be completed at the earliest possible date and in any event not later than December 31, 2017, unless earlier terminated as provided herein, or until all obligations under the Service Contract have been satisfactorily fulfilled, whichever occurs first.
- 3. <u>Full Force and Effect</u>. Except as expressly amended by the provisions hereof, the terms and provisions contained in the Service Contract and amendments thereto shall continue to govern the rights and obligations of the parties, and the Service Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the date written below:

CITY OF COON RAPIDS	CENTER FOR ENERGY AND ENVIRONMENT
By: Jerry Koch Mayor	By: Jennifer Amendt Chief Financial Officer
Date:	Date:
By:	-
Approved as to form and content:	
David J. Brodie City Attorney	
Date:	



City Council Regular 12.

Meeting Date: 12/20/2016

Subject: Adopt Resolution 16-136 Accepting \$12,000 Grant from CRMAF for the Home for

Generations II Program

From: Cheryl Bennett, Housing and Zoning Coordinator

INTRODUCTION

The City of Coon Rapids, through its Community Development Department, applied for a grant from the Coon Rapids Mortgage Assistance Foundation to help finance the cost of Architectural Design Consultations required under the Home for Generations II program. On December 1, 2016, the Foundation awarded grant funds for this purpose in the amount of \$12,000. The award is brought forward to the City Council to accept this grant by adopting Resolution No. 16-136.

DISCUSSION

The Coon Rapids Mortgage Assistance Foundation (CRMAF) offers funding opportunities through its Fund 82000 to support housing related projects. The CRMAF Fund 82000 Grant Program funding guidelines consider projects that support housing structure preservation, value enhancements and accessibility improvements that reinforce housing related needs in the City of Coon Rapids as identified by the City's Comprehensive Plan.

The Home for Generations II program provides incentives to homeowners to undertake major remodeling projects of single-family homes. The project must include value-added improvements in which the total project cost must exceed \$50,000. A two-hour Architectural Design Consultation regarding project considerations is required by homeowners participating in this program. Several architectural firms provide this service for \$250 per consultation under contract with the City. The Home for Generations II program underwrites all but \$25 of this cost, which is paid by the homeowner.

The Coon Rapids Mortgage Assistance Foundation established a low interest loan program specifically for participants in the Home for Generations II program. As of November 30th, nearly 950 thousand dollars in Coon Rapids Housing Program funds have been issued in loans to Coon Rapids homeowners participating in this program. The value of projects under the Home for Generations II program now exceeds 4.6 million dollars. The Coon Rapids Mortgage Assistance Foundation has previously provided \$32,500 in grants to write down the cost of these design consultations.

RECOMMENDATION

Staff recommends the City Council adopt Resolution No. 16-136 accepting the \$12,000 grant from the Coon Rapids Mortgage Assistance Foundation to underwrite the costs of the Architectural Design Consultations of the Home for Generations II program.

Attachments

Resolution No. 16-136

RESOLUTION NO. 16-136

A RESOLUTION TO ACCEPT THE GRANT OF MONIES TO BE USED TOWARD THE PROVISION OF ARCHITECTURAL DESIGN CONSULTATIONS UNDER THE HOME FOR GENERATIONS II PROGRAM FROM THE COON RAPIDS MORTGAGE ASSISTANCE FOUNDATION

- **WHEREAS**, the Coon Rapids Mortgage Assistance Foundation has awarded a grant in the amount of \$12,000 to the Coon Rapids Community Development Department; and
- **WHEREAS**, the Coon Rapids Mortgage Assistance Foundation grant will be used toward the cost of Architectural Design Consultations for participants in the Coon Rapids Home for Generations II remodeling incentive program; and
- **WHEREAS**, Minn. Stat. §465.03 allows cities to accept donations of real or personal property by resolution of two-thirds majority of the City Council; and
- WHEREAS, the City Council finds the offered donation to be in the public interest;
- **NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Coon Rapids, Minnesota, that the grant of \$12,000 is hereby accepted.
- **BE IT FURTHER RESOLVED**, that the City of Coon Rapids hereby extends its gratitude to the Coon Rapids Mortgage Assistance Foundation for its generosity.

Adopted by the Coon Rapids City Council this 20th day of December 2016.

	Jerry Koch, Mayor	
ATTEST:		
TITLST.		
Joan Lenzmeier, City Clerk		



City Council Regular 13.

Meeting Date: 12/20/2016

Subject: Accept Informational Item: Corporate Officer Change for Osaka Steakhouse, 77 85th

Ave NW

From: Stephanie Lincoln, Deputy City Clerk

INTRODUCTION

A representative from Osaka Steakhouse, 77 85th Ave NW, has notified the City of the addition of a corporate officer.

DISCUSSION

City Code Section 5-216(6) requires that the City Council be notified of any change in legal ownership or beneficial interest of a license holder. The representative from Golden 888 Inc, doing business as Osaka Steakhouse, informed the City that Xu Wang has been named as a corporate officer and holds 30% ownership interest in the company.

RECOMMENDATION

This is provided for information only.



City Council Regular 14.

Meeting Date: 12/20/2016

Subject: Adopt Resolution 16-146, Establishing Bunker Hills Golf Course Fees and Charges

Submitted For: Tim Anderson, Golf Pro/Manager **From:** Tim Anderson, Golf Pro/Manage

INTRODUCTION

Attached are the proposed 2017 golf rates, which have a few increases from 2016. Anticipated expenses, as well as course quality and demand at Bunker Hills are taken into consideration when setting the rates.

DISCUSSION

The 2016 and 2017 rates of some comparable public golf courses are attached, as well as the proposed 2017 rates for Bunker Hills.

The Patron Card has become the membership base for customer loyalty at Bunker Hills and 2017 rates focus on continuing the positive growth of these loyal users for the entire facility. The offering of competitively priced practice opportunities provide for an affordable golf experience on a vastly upgraded hitting surface and learning environment.

The introduction of "Twilight Rates" after 4:00 p.m. Friday - Sunday on the Championship Course will create more activity during historically slower periods and increase golfer traffic to Mully's and Kendall's.

RECOMMENDATION

Adopt Resolution 16-146, a Resolution Establishing Bunker Hills Golf Course Fees and Charges.

Attachments

2017 Proposed Golf Rates Resolution 16-146

Rate Comparisons

Bunker Hills	2017	\$46 non-patron \$36 patron	18-hole 9-hole	\$18.00 \$10.00
Golf Courses		Green Fees		<u>Carts</u>
Prestwick (Woodbury)	2016	\$65 weekdays \$60 member	18-hole 9-hole	\$20.00 \$10.00
Rush Creek (Maple Grove)	2017	\$79 before 8:00am \$119 8:00am-4:00pm \$59 after 4:00pm	18-hole	\$20.00
The Wilds (Prior Lake)	2016	\$77	18-hole	\$16.00
Edinburgh USA (Brooklyn Park)	2016	\$57 non-resident \$48 resident	18-hole 9-hole	\$19.00 \$14.00
Majestic Oaks (Andover)	2016	\$43 public \$36 member	18-hole 9-hole	\$17.00 \$11.00
Stoneridge (Stillwater)	2016	\$59 weekdays \$72 weekends	18-hole 9-hole	\$20.00 \$10.00
Legends Golf Club (Prior Lake)	2016	\$79	18-hole	\$15.00
Chaska Town Course (Chaska)	2017	\$52 weekdays \$71 weekends	18-hole 9-hole	\$17.00 \$ 8.50
The Refuge (Oak Grove)	2016	\$44	18-hole 9-hole	\$17.00 \$12.00

Executive/ Par 3 Courses

Bunker Hills	2017	\$14
Majestic Oaks	2016	\$12
Centerbrook	2016	\$16
Brightwood Hills	2016	\$15

2017 Golf Rates - Bunker Hills Golf Course

Patron Cards	<u>2017</u>	<u>2016</u>	<u>Increase</u>
*Individual Patron Card	50	50	0
*Couples Patron Card	80	80	0
*Senior Citizen Patron Card	30	30	0
*Sales tax not included			
Daily Fees on Regulation Course 18 Holes	2017 46	2016 46	Increase 0
18 Holes w/ Patron Card	36	34	2
9 Holes 9 Holes (Sat., Sun., Holidays after 4:00)	23 18	23 18	0
9 Holes w/ Patron Card 9 Holes w/ Patron Card (Sat., Sun., Holidays after 4:00)	18 14	18 13	0 1
 * 18 Holes - Senior Patron * 9 Holes - Senior Patron * 18 Holes - Junior * 9 Holes - Junior ** 9 Holes - Junior (Fri., Sat., Sun. after 4:00) 	25 13 18 9 7	24 13 18 9 6	1 0 0 0 1
* During restricted times ** Rate subject to play with parent/guardian			
Twilight Green Fees on Regulation Course Walking (Fri, Sat., Sun. after 4:00) Riding (Fri, Sat., Sun. after 4:00)	2017 18 32	2016 N/A N/A	Increase N/A N/A
Daily Fees on Executive Course 9 Hole 9 Hole w/ Patron Card 9 Hole – Senior Patron **9 Hole – Junior **9 Hole – Junior (after 4:00)	2017 14 10 9 7 0	2016 13 9 8 6 0	Increase 1 1 1 1 0

^{**} Rate subject to play with paid adult

Rental Fees on Both Courses	<u>2017</u>	<u>2016</u>	<u>Increase</u>
18 Hole power cart	18	18	0
9 Hole power cart	10	10	0
Pull Cart	6	5	1
*Golf Cart Membership	750	750	0
*Must hold on Individual Mambarshin or Adult	Sassan Daga (Individu	al Husband/	Vife on Conion)

^{*}Must hold an Individual Membership or Adult Season Pass (Individual, Husband/Wife or Senior)

Practice Facility Rates	<u> 2017</u>	2016	Increase
Range Balls - Small (30 balls)	4	4	0
Range Balls - Medium (60 balls)	7	7	0
Range Balls - Large (100 balls)	10	10	0
*Individual Range Pass	375	375	0
*Couples Range Pass	500	500	0
*Junior Range Pass	200	200	0
**Practice Pass (First 35)	450	450	0

^{*} Unlimited practice balls
** Includes practice balls and access to the short-game facility for the season, sales tax not included.

<u>Individual Membership</u>	<u>2017</u>	<u>2016</u>	<u>Increase</u>
Individual (First 100, sales tax not included)	1,650	1,650	0
Simulator Center	2017/18	<u>2016/17</u>	<u>Increase</u>
*Season Ticket – Individual (Unlimited Play)	500	450	50
Public (per hour)	36	36	0
Patron (per hour)	32	32	0
Senior/Junior (per hour)	32	32	0

^{*}Sales tax not included

Season Tickets	<u>2017</u>	<u>2016</u>	<u>Increase</u>
* Individual	\$1225	\$1200	\$25
* Husband/Wife	1700	1650	50
* Senior Citizen	575	550	25
Junior	150	150	0

^{*} Must have held a season pass since 1987 to purchase a season pass in 2017.

RESOLUTION 16-146

RESOLUTION ESTABLISHING BUNKER HILLS GOLF COURSE FEES AND CHARGES

- **WHEREAS**, the fees and charges for Bunker Hills Golf Course do not currently reflect competitive prices within the metro area; and
- **WHEREAS**, the City Council finds that it is in the best interest of the City for the fees and charges of the golf course to be competitive within the metro area to the extent practical; and
- **WHEREAS**, the City Council further finds that certain fees and charges for Bunker Hills Golf Course should be amended to more ensure competitiveness within the metro area.
- **NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota that effective December 20, 2016, the fees and charges (including sales tax where applicable) for Bunker Hills Golf Course shall be as outlined in Attachment A.

Adopted this 20th of December, 2016.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular 15.

Meeting Date: 12/20/2016

Subject: Hold Public Hearing and Consider Authorizing Application for 2017 Community

Development Block Grant Program

<u>Submitted For:</u> Cheryl Bennett, Housing and Zoning Coordinator <u>From:</u> Cindy Hintze, Administrative Support Supervisor

INTRODUCTION

Staff requests the City Council authorize the 2017 Community Development Block Grant application encompassing an 18-month program running from July 1, 2017, through December 31, 2018. Council is requested to conduct a public hearing on the proposed use of the funds for a Housing Rehabilitation Program. The 2017 application must be placed on file with the Anoka County Community Development Department by January 13, 2017.

DISCUSSION

The City is an entitlement community of the federal Community Development Block Grant (CDBG) program and has elected to receive its funding through a Joint Cooperation Agreement with the Anoka County Housing and Redevelopment Authority. The Agreement, in effect since program year 2001, provides for pass-through funding from Anoka County (an urban county entitlement) to the City, removing the City from the county's competitive application process for CDBG funds. The City receives an allocation in accordance with the funding guidelines established by the U.S. Department of Housing and Urban Development (HUD). The Anoka County Community Development Department requests the City complete the application process to provide program description and project documentation for HUD purposes.

Staff recommends the City's CDBG allocation continue to be designated for a Housing Rehabilitation Program recognizing a continued interest and demand for program access by Coon Rapids residents and reflecting previous Council direction to use block grant funding to assist the City's housing program efforts. Housing rehabilitation activities assisting low/moderate-income persons is a high priority Housing Goal of the Anoka County Consolidated Plan, a required component of the federal block grant program. Low/moderate income is defined by HUD as a family or individual whose household income is not more than 80 percent of the median income of a defined area. Coon Rapids falls within the Minneapolis-St. Paul-Bloomington, MN-WI Metropolitan Statistical Area as determined by HUD. The current HUD low/moderate-income limit for a household of four persons may not exceed \$65,700.

The amount of the City's CDBG award will be made in accordance with HUD's funding allocation. Because funding levels have not yet been established for program year 2017,

this year's funding level will be used for planning purposes. As provided for in a Memorandum of Understanding that is part of the Joint Cooperation Agreement, 30 percent of the allocation is set aside for Anoka County CDBG program administration (15 percent) and county-administered CDBG funded public services programming (15 percent). The remaining 70 percent, or \$189,431 in program year 2016, was directed to the Housing Rehabilitation Loan Program. Program income of \$44,946 was also directed to the City's 2016 Housing Rehabilitation Program by Council action. Program income includes loan repayments; it is not subject to the 30 percent set aside for administration and public services funding. While no program income balance exists at this time, staff anticipates that program income will be realized by the time HUD releases funding for the 2017 program year in the fall of next year and it will be returned to this loan program.

The City's CDBG Housing Rehabilitation Loan Program provides deferred, zero-interest loans to low/moderate-income households; 50 percent of the loan is forgiven after five years. The remainder is paid when the property is sold or is no longer occupied as the principal residence of the recipient. Loan funds assist homeowners with maintaining minimum housing standards and energy-related improvements in single- and two-family dwellings, including interior improvements on townhouse and other common interest community properties. Exterior rehab work on a dwelling unit within a common interest community also qualifies when the homeowner is responsible for the work. A one-year tenancy requirement of the program is waived for the rehabilitation of foreclosed properties, allowing income qualifying homeowners who have purchased a foreclosed property to begin the rehabilitation process upon purchase. The maximum rehab loan amount is \$20,000; additional funds of not more than \$4,999 per project may be provided for lead-based paint abatement projects or other rehabilitation needs. Funds used for assessment work to identify lead-based paint issues are granted to the homeowner and do not become part of the loan amount.

The Home Energy Loan Program, a specialty program of the Coon Rapids CDBG Housing Rehabilitation Loan Program, is designed to address the burden low/moderate-income households experience with high energy consumption and related costs. This program provides for replacement of heating and air-conditioning systems and water heaters with new units meeting federal energy efficiency standards and addresses inadequate insulation and other energy-related items. The Home Energy Loan Program provides deferred, zero interest loans of up to \$10,000 that are completely forgiven after ten years.

It is anticipated that the 2017 CDBG funding allocation will provide assistance for twelve to sixteen homeowners. Homeowners may not access both loan programs.

The application process requires the City Council hold a public hearing to take comments on the proposal. Council is also requested to authorize the application for Community Development Block Grant funds for program year 2017 and to authorize the Mayor and City Manager to execute all necessary documents with Anoka County to implement the 2017 CDBG program.

RECOMMENDATION

Staff recommends the City Council:

- a. Hold a public hearing and take public comment on the application for Community Development Block Grant funds for program year 2017;
- b. Authorize the application for Community Development Block Grant funds for program year 2017 for a Housing Rehabilitation Program;
- c. Authorize the Mayor and City Manager to execute a CDBG Program Agreement, together with any other necessary documents, with Anoka County regarding the implementation of the 2017 CDBG program.

Attachments

2017 Application

2017 CDBG/HOME Project Application

The Community Development Block Grant (CDBG) / HOME Investment Partnership's Program Application Guide with instructions for completing and submitting this application is available at online at www.AnokaCounty.us/cd or call (763) 323-5714 with questions.

Keep your responses brief, use bullet points to summarize, and attach the required documents.

<u>Application Due</u>: No later than 12 Noon on Friday, January 13, 2017. Deliver applications to the Anoka County Community and Government Relations office, 325 East Main Street, Ste. W250, Anoka. Incomplete applications will NOT be considered

Technical Assistance Training Participation is highly recommended. (15 Points)

Application points are given for attending one of the two Technical Assistance Training sessions offered. Session 1: Wednesday, December 7, 1:30 pm held at the Northtown Library, 711 County Road 10, Blaine 55434 Session 2: Thursday, December 8, 10:30 am held at the Rum River Library, 4201 6th Avenue, Anoka 55303

General Informati	ion (5-point	section)					
☐ Requesting CDBG F	unding	ing □ Requesting HOME Funding					
		☐ Request	ing CHDO/HON	ME Fundin	g		
Project Title							
Project Applicant							
Organization/ Agency lega	al name:						
Contact Person / Title:							
Address:							
Telephone:							
Email:							
Applicant Agency Infor	mation						
Type of agency:	501(c)(3)	Gov't/Public	For Profit	Faith-Based	d	Other:	
Date of incorporation:			Federal Tax ID 1	number:			
Agency DUNS number: *required prior funding			Annual operating budget:				
Number of paid staff:			Number of volunteers:				



PROJECT INFORMATION (10-point section)

Project Address:	
Project Service Area:	
	eted in: \square 6 months \square 12 months \square 18 months le one HUD activity listed in the Application Guide that best fits this project: s or 14B Rehabilitation: Multi-Unit Residential)
FUNDING REQUEST	ED
Amount Requested	\$
Applicant Resources	\$
Applicant Resources	Φ
Amount of Other Sources	\$
Total Project Cost	\$
Does the total project cost a for information on federal p	ccount for federal prevailing wages if applicable (reference the Application Guide prevailing wage)? No Yes
Can this project be partially	funded? \square No \square Yes
Indicate if a loan or grant is	preferred: Loan Grant
Will CDBG/HOME funding	g be used to leverage additional funding? \square No \square Yes
Have <u>all</u> other funding sour	ces been formally committed? □ No □ Yes
Is there a fiscal agent other	than the applicant? \square No \square Yes
*If, yes, was selected, pleas	e provide contact information:

BUDGET (30-point section)

Consult the Application Guide for requirements on this section.

MATCH - HOME FUNDED PROJECTS ONLY
□ N/A - Applying for CDBG Funding
Specify the type of MATCH contribution the applicant will use to meet the 25% MATCH requirement.
BUDGET NARRATIVE
Provide an explanation of the project budget and funding sources including leveraged funds and how they are applied towards your project: (2000-characters)

Budget Worksheet

*Identify the federal, state and local leveraging resources used for this program. This information is provided directly to HUD.

Use of Funds	Source of Funds (Please list amount and source specifically)							
Line Item	Requested CDBG Funds	Applicant Funds	Other Federal Funds	State of MN Funds	City Funds	Non-CDBG Anoka County Funds	Private Funds	Total
Total								

PROJECT DESCRIPTION (30-point section)

Provide a brief description of the proposed project. Points awarded for these three key areas: 10 points – approach, 10 points - community need & justification, 10 points - benefit to Low Moderate Income persons/household (4000-characters)					

		•	s if the project is not
 	 luding financial r		



PUBLIC INFRASTRUCTURE - CDBG FUNDING (30-point section)

□ N/A - Ap	plying for HOME Funding
Does this p	roject involve water/sewer improvements, street improvements, or other infrastructure?
□ No	☐ Yes, complete the following questions;
What is the	eurgency of the improvement? (600-characters)
Is the impr	rovement included in the city/town improvement plan? (600-characters)
What circu	mstances led to the need for federal assistance? (600-characters)

SLUM/BLIGHT REMOVAL - CDBG FUNDING (10-point section) □ N/A - Applying for HOME Funding Does this project qualify as Slum/Blight? \square No \square Yes, complete the following: If this project is for slum/blight removal, verification must be made in order to assure that a CDBG-funded activity meets the national objective regarding slums and blight. Verification for this project falls within one of the following categories: ☐ Elimination of Slums and Blight <u>Area Basis</u> (SBA) ☐ Elimination of Slums and Blight Spot Basis (SBS) Describe/identify the site location or boundaries - Include map attachment: Indicate the percentage of building or public improvements that were deteriorated when the project was designed as slum/blight, and the year of designation: % designated: Year: **Describe the public improvement/type of condition:** Describe the conditions that qualify the project as slum or blight:



BENEFIT TO LOW AND MODERATE INCOME PEOPLE - CDBG FUNDING

(30-point s	ection)
□ N/A - A	pplying for HOME Funding
Does this p	project meet the Benefit to Low and Moderate Income People national objective?
□ No	☐ Yes, complete the following
	ne benefit group that will meet the Low/Moderate Income national objective. Carefully review ng activity definitions in the Application Guide before selecting an option.
□ Low/Mo	oderate Income Jobs (LMJ) (Creation or Retention)
□ Low/Mo	oderate Income Clientele (LMC) (Public Facilities or Organizations)
□ Low/Mo	oderate Income Area Benefit (LMA) - Required: outlined in service area map
□ Low/Mo	oderate Income Housing (LMH) (Construction and Rehabilitation)
☐ Single-l	Family Housing
□ Multi-Fa	amily Housing

HOUSING ACTIVITIES (30-point section)

All housing activities w	ill be consid	ered for H	OME funds before the use of CDBG		
Is this project a housing	g activity?	□ No	\square Yes, complete the following		
Type of Housing:					
☐ Single-Family	☐ Tow	nhome			
☐ 2-, 3-, or 4-plex	☐ Sing	le-Room (Occupancy		
☐ Multi-Family	☐ Othe	r:			
Tenancy:					
☐ Owner-Occupied					
☐ Renter-Occupied					
Income Levels of Client	ts:		Benefit to Homeless:		
□ 0-30% Area Median I	ncome		□ N/A		
☐ 31-50% Area Median Income			☐ Homeless Individuals		
☐ 51-60% Area Median Income			☐ Homeless Families		
☐ 61-80% Area Median	Income				
Non-Homeless Special 1	Needs Popul	ation Ser	ved:		
☐ Elderly (62 years +)			Alcohol/Drug Abuse		
☐ Developmentally Disa	bled		Physical Disability		
☐ Severe Mental Illness			Victims of Domestic Violence		
□ HIV/AIDS			□ N/A		

scribe how the oice and will <u>no</u>	location of the ho ot create undue co	ousing opportu oncentration o	anity, in whole of poverty in a	e or part, prov ny given area:	vides and prom (600-characters	otes greater s)
hat are the currented in? (600-c	rent racial and in haracters)	icome demogra	aphics of the r	neighborhood	(not city) the p	roject is
scribe how the sources: (600-cl	project location varacters)	will connect re	esidents to job	s, transportati	ion, and comm	unity

ACQUISITION, REHABILITATION, DEMOLITION, CLEARANCE, AND CONVERSION (30-point section)

□ N/A - Applying to administer a Down Payment Assistance Program (DPA) or Tenant Based Rental Assistance (TBRA) Program **Type of Project:** ☐ Single - or Multi-Family Housing ☐ Farm Land and Structures ☐ Vacant Land; Free from any Structures ☐ Business, Commercial, or Industrial Site Control - Indicate the status of the project site and attach documentation: ☐ Applicant owns property - Date acquired: ☐ Lease - Expiration date: ☐ Option to Purchase - Expiration date: ☐ Other - Describe: **Zoning - Is the site zoned for the proposed activity?** \square No □ Yes *If, no, provide an explanation and timetable to change zoning or obtain variance:

Appraisal - If request is for property acquisition, has an appraisal been completed within the last 12 months?
□ No; current fair market value is:
☐ Yes; attach copy to application
Relocation - Will the project require relocation (moving) of any occupants of a structure?
□ Temporary
☐ Permanent
☐ No relocation necessary
General Information Notice – Have the sellers and/or tenants received General Information Notice of Relocation or No Relocation benefits?
\square Yes; provided to occupants on the following date:
\square No; will be completed on the following date:
\square N/A

ENVIRONMENTAL CONCERNS

-	oplying to administer a Down Payment Assistance Program (DPA) or Tenant Based Rental stance (TBRA) Program
Is the proje	ect currently underway?
☐ Yes; and	a federally-accepted environmental review has been completed
☐ Yes; but	there has not been an environmental review
□ No; proje	ect will not begin before an environmental review is completed by Anoka County
Noise Abate	ement and Control:
Distance fro	om nearest railroad: ☐ More or ☐ Less than 3,000 feet
Distance fro	om nearest major roadway: More or Less than 3,000 feet
Distance fro	om nearest airport: More or Less than 3,000 feet
Wetland Pr	rotection - Is there wetland associated with the proposed project?
\square No	□ Yes
	ard Area - Is there evidence or knowledge that a portion of the proposed project is located in 0-year flood plain?
\square No	□ Yes
Does the pr	roject include repair, rehabilitation, or conversion of existing building/facilities?
\square No	□ Yes
	roject involve new construction, acquisition of undeveloped land or any construction that round disturbance?
\square No	□ Yes
Is there any	y presence of lead or lead hazards within the property?
\square No	☐ Yes ☐ Unknown
Does the pr	roject involve existing units that are 50 years or older? \square No \square Yes
*If y	yes, does the property have historical significance?
	□ No □ Yes □ Unknown

a

USE OF CONTRACTORS AND CONSULTANTS

In accordance with federal regulations, CDBG/HOME funds may not be used to directly or indirectly employ, award contracts to, or otherwise engage the services or any contractor or sub-recipient during any period of debarment, suspension, or placement of ineligibility status.

Will you hire a contractor or consultant to complete this project?
□ No □ Yes, complete the following:
Name of consultant/firm and owner:
How were they selected?
Is the consultant/firm almosty under contract with your enganization?
Is the consultant/firm already under contract with your organization? \Box No \Box Yes
Is this consultant/firm a women or minority owned business? \Box No \Box Yes
*If you are unable to complete this section at the time of application, all contracts must be reviewed for debarment before a release of CDBG funds. Contact Anoka County with updated information.
MARKET STUDY – HOME-FUNDED PROJECTS ONLY
□ N/A - Applying for CDBG Funding
All awarded projects must provide Anoka County a Market Study done by a 3rd party - Will your organization have the ability to provide this?
□ No □ Yes

CONFLICT OF INTEREST

	licant requesting funding, will any of your employees, agents, consultants, officers, or elected experience any of the following conflicts of interest:
□ Yes	\square No Participate in the decision making process for the approval of this application?
	(i.e., an Anoka County Commissioner or HRA Trustee)
□ Yes	☐ No Have a financial interest or reap a financial benefit from this program/activity?
□ Yes	\square No Han an interest in any contract, subcontract, or agreement with respect to this
	application either for themselves or those with whom they have family or
	business ties during the program year and for one year thereafter?
*If you se	lected, "yes," to any of the above, clearly describe the conflict below:



REQUIRED DOCUMENTATION

The following documents are required to be attached with the application submission:

Resolution of governing body requesting funds or board minutes approving submission of application

Budget proposal - using the Excel document provided online

If non-profit - State and Federal Tax Exemption Determination Letter - 501 (c)(3)

List of Board of Directors/Council or Trustees for Nonprofit applications

Project timeline or project schedule

The following documents are ideas for supportive documentation, which could assist Anoka County Community Development in further understanding your project:

Building/area information and photographs

Appraisals

Supporting documentation, such as, survey, phase I/II environmental, census data, etc.

Phase level environmental report

Map or sketch of project area

Professional certification, analysis of feasibility and/or cost estimate

If your project is selected for funding a copy of the applicant's Audit, Management & Compliance Report and Insurance coverage documentation will be required before the Sub-Recipient Agreement can be completed.

CERTIFICATION

I hereby acknowledge that by a	pplying for CDB(F funds, this activit	y <u>may</u> require	compliance in the
following areas:				

Utilization of minority and women contractors

Labor Standards Provisions (Davis-Bacon Act)

Uniform Relocation Act and Section 104(d)

Section 3

Environmental Regulations

Flood Insurance

Lead-Based Paint Assessment and/or Remediation or Abatement

Debarred, suspended, and ineligible contractors and sub-recipients

Handicapped accessibility

Title VI of the Civil Rights Act of 1964

Title VII of the Civil Rights Act of 1969 - Fair Housing Act

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief. I further certify that no contracts have been awarded, funds committed, or construction begun on the proposed program, and that none will be prior to issuance of a Release of Funds by the Program Administrator.

Signature of Authorized Official			
Name of Authorized Official			
Title			
Date			_



City Council Regular 16.

Meeting Date: 12/20/2016

Subject: Consider Resolution No. 17-7(9) Awarding Contract for 2017 Well Rehabilitation

Program

Submitted For: Tim Himmer, Public Works Director

From: Sarah Greene, Administrative Assistant II

INTRODUCTION

On November 1, 2016, the City Council approved plans and specifications and ordered the advertisement of bids for the 2017 Well Rehabilitation Program. Council is now requested to consider a contract award for the project.

DISCUSSION

At its regular meeting held September 20, 2016, Council retained Short Elliot Hendrickson (SEH) for design and construction services for rehabilitation of Well Nos. 7, 12 and 18, and Booster Pumps 1 and 2 located at the West Water Treatment Plant as detailed on the attached location map.

Three bids were received on November 29, 2016 and are summarized as follows.

Contractor	Total Bid				
Keys Well Drilling Company	\$566,155.00				
Municipal Builders	\$585,000.00				
E.H. Renner & Sons	\$641,157.00				
Engineer's Estimate	\$604,400.00				

Attached is a letter from SEH recommending award of contract to the low bidder, Keys Well Drilling Company. SEH engineers have worked with Keys on many past projects, and it is SEH's opinion that they have the experience and ability to complete a project of this size within the schedule allotted. If Council awards a contract on December 20, 2016, it is anticipated construction will begin as soon as the contract documents have been executed. The project is scheduled to be completed in spring of 2017 before high-demand periods during the summer. Change Order No. 1, further explained in the attached recommendation letter, will also be executed concurrently with contract documents. The change will remove Variable Frequency Drives (VFDs) at Well Nos. 7, 12 and 18, and result in a decrease to the contract of \$122,825.00.

RECOMMENDATION

Staff recommends City Council adopt Resolution No. 17-7(9) Awarding Contract to Keys Well Drilling Company for \$566,155.00 for Rehabilitation of Well Nos. 7, 12 and 18, and Booster Pumps 1 and 2 located at the West Water Treatment Plant.

BUDGET IMPACT:

There will be quantities of work that are not likely to be realized as the project is completed. Based upon experience with past projects, SEH estimates that the final construction cost will likely fall in the range of \$330,000 to \$350,000.

The 2017 budget for the Utility Enterprise Fund includes \$385,000 for this project, and the anticipated costs will be within this funding amount.

Attachments

Location Map SEH Recommendation Bid Tab Resolution No. 17-7(9)

SEH FILE NO. CITY PROJECT NO. ISSUE DATE DESIGNED BY DRAWN BY

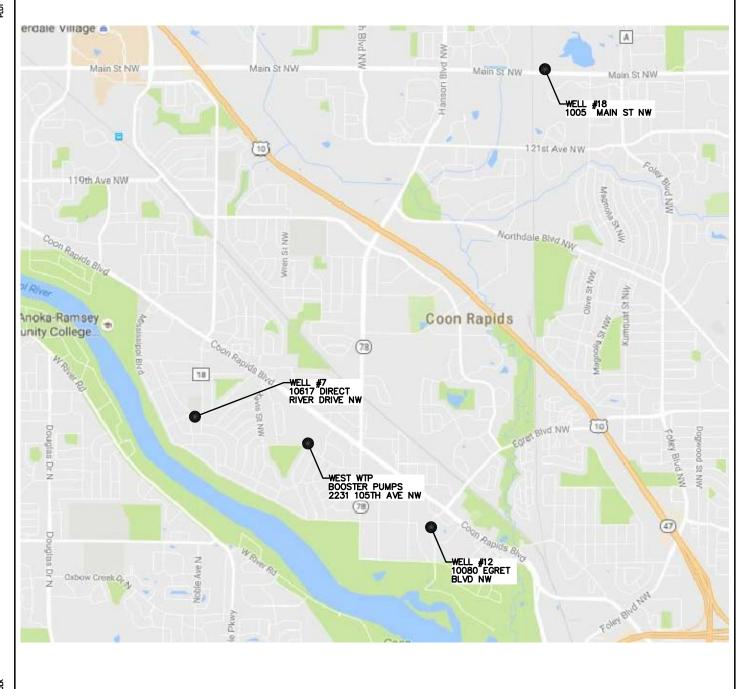
10-28-16 CTK RWF

Short Elliott Hendrickson, Inc. ® (SEH)

WELL & PUMP REHABILITATION DRAWINGS FOR COON RAPIDS, MINNESOTA SHEET TITLE
WELL LOCATION MAP

DRAWING NO.

G-G1





December 5, 2016

RE: Coon Rapids, Minnesota

2017 Well Rehabilitation Project

Well Nos. 7, 12, 18, and

Booster Pumps at West Water Treatment Plant

City No. 17-7

SEH No. COONR 139034 14.00

Mr. Tim Himmer Director of Public Works City of Coon Rapids 111555 Robinson Drive NW Coon Rapids, MN 55433

Dear Mr. Himmer:

On Tuesday, November 29, 2016 at 10:00 a.m. three (3) bids were received for the above-referenced project. Please find enclosed a tabulation of the bid detail. The results are summarized below in order of low bid. The low bid was submitted by Keys Well Drilling Co. in the amount of \$566,155.00.

	Contractors	Total Bid
1.	Keys Well Drilling Co.	\$566,155.00
2.	Municipal Builders	\$585,000.00
3.	E.H. Renner & Sons	\$641,157.00
	Engineer's Estimate	\$604,400.00

Evaluation of Bid Results

The bid form was set up to receive unit price bids for many elements of work associated with rehabilitation of Well Nos. 7, 12, 18, and Booster Pumps. The quantities of work shown for each line item are considered to be conservative and are likely to not all be realized as the work moves forward. Due to budgetary constraints, the relatively good condition of the Variable Frequency Drives (VFD's) at Well Nos. 7, 12 & 18, coupled with the lower frequency of use at these three system wells, SEH, after consulting with staff, is recommending removing the VFDs from these 3 wells via Change Order No. 1. This change results in a decrease to the contract of \$122,825.00.

Comparison to Engineer's Estimate

The Engineer's estimate was derived from a combination of sources including, current industry cost reference manuals, consultation with local well drilling contractors, and unit costs line items from past projects. The bids received for this project reflect quite favorable with our Engineer's estimate of \$604.400.00.

Engineer's Estimate of Likely Final Construction Cost

As discussed earlier, there will be quantities of work that are not likely to be realized as the project is completed. Based upon our experience with past projects, we estimate that the final construction cost will likely fall in the range of \$330,000 to \$350,000.

Recommendation of Bid Award

Upon review of the bids, it is our opinion that the project should be awarded to Keys Will Drilling Co. in the amount of \$566,155.00. Keys Well Drilling Co. has been doing work in the Twin Cities and around the region for many years. SEH has worked with Keys Well Drilling Co. on past projects, and it is our opinion that they have the experience and ability to complete a project of this size within the schedule allotted. Accordingly, if the City agrees with our opinion and wishes to award the project to the lowest bidder, the project should be awarded to Keys Well Drilling Co. in the amount of \$566,155.00. We will process Change Order No. 1 concurrently with the contract documents.

We thank you for the opportunity of working with the City of Coon Rapids on this project.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Jeffrey R. Ledin, PE Project Manager

mrb

Enclosure

c: Kory Jorgenson, City of Coon Rapids Miles Jensen, SEH

Kevin Young, SEH

z:\ae\c\coonr\139034\1-genl\14-corr\l city recommendation - 120516.docx



ITEM (QUANTITY	UNIT	DESCRIPTION	ENGINEER' UNIT COST	'S ESTIMATE TOTAL	KEYS WE	1 ELL DRILLING TOTAL	MUNICIP/ UNIT COST	2 AL BUILDERS TOTAL	E.H. REN	3 NER & SONS TOTAL
WELL		01111	DESCRIPTION	01111 0001	TOTAL	0.00	TOTAL	0.00	TOTAL	01111 0001	TOTAL
7.01	1.00	LS	MOBILIZATION - WELL NO. 7	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$5,500.00	\$5,500.00	\$1,500.00	\$1,500.00
7.02	1.00	LS	REMOVE & REINSTALL PUMP, MOTOR & DOWNHOLE	\$3,000.00	\$3,000.00	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00	\$6,000.00	\$6,000.00
7.03	1.00	LS	EQUIPMENT TELEVISE WELL (PRE-	\$1,250.00	\$1,250.00	\$1,350.00	\$1,350.00	\$1,350.00	\$1,350.00	\$1,500.00	\$1,500.00
7.04	1.00	EA	CLEANING) HEADSHAFT	\$600.00	\$600.00	\$450.00	\$450.00	\$450.00	\$450.00	\$250.00	\$250.00
7.05	1.00	EA	STUFFING BOX BEARING	\$225.00	\$225.00	\$250.00	\$250.00	\$250.00	\$250.00	\$200.00	\$200.00
7.06	1.00	LS	PAINTING (DISCHARGE HEAD, PUMP, MOTOR,	\$4,250.00	\$4,250.00	\$3,000.00	\$3,000.00	\$4,840.00	\$4,840.00	\$5,000.00	\$5,000.00
DOWN-	-HOLE WELL	_ EQUIPM	COLUMN & WELL HOUSE ENT ITEMS								
7.07	14.00	EA	10-FT LENGTH OF 10-IN SCH	\$600.00	\$8,400.00	\$375.00	\$5,250.00	\$375.00	\$5,250.00	\$468.00	\$6,552.00
7.08	1.00	EA	40 COLUMN PIPE W/ 10-FT LENGTH 10-IN SCH 40	\$375.00	\$375.00	\$425.00	\$425.00	\$425.00	\$425.00	\$409.00	\$409.00
7.09	14.00	EA	SUCTION PIPE 10-FT LENGTH STAINLESS	\$300.00	\$4,200.00	\$215.00	\$3,010.00	\$215.00	\$3,010.00	\$251.00	\$3,514.00
7.10	28.00	EA	STEEL LINE SHAFT LINE SHAFT BEARING	\$125.00	\$3,500.00	\$95.00	\$2,660.00	\$95.00	\$2,660.00	\$177.00	\$4,956.00
7.11	29.00	EA	RETAINER RUBBER LINE SHAFT	\$30.00	\$870.00	\$25.00	\$725.00	\$25.00	\$725.00	\$22.00	\$638.00
7.12	29.00	EA	BEARING STAINLESS STEEL SHAFT SLEEVE	\$60.00	\$1,740.00	\$25.00	\$725.00	\$25.00	\$725.00	\$30.00	\$870.00
7.13	2.00	EA	STILLING TUBES - INSTALL/IMPROVE/REPAIR	\$250.00	\$500.00	\$140.00	\$280.00	\$140.00	\$280.00	\$280.00	\$560.00
PUMP F	REPAIR ITE	<u>MS</u>	INOTALL/IIVII NOVE/RELAIN								
7.14	1.00	EA	BOWL SHAFT	\$500.00	\$500.00	\$450.00	\$450.00	\$450.00	\$450.00	\$234.00	\$234.00
7.15	3.00	EA	COMPLETE BOWL BEARING KIT	\$175.00	\$525.00	\$150.00	\$450.00	\$150.00	\$450.00	\$76.00	\$228.00
7.16	3.00	EA	MACHINING (REBUILD BOWL & IMPELLER)	\$275.00	\$825.00	\$100.00	\$300.00	\$100.00	\$300.00	\$200.00	\$600.00
7.17	3.00	EA	WEAR RING	\$200.00	\$600.00	\$350.00	\$1,050.00	\$350.00	\$1,050.00	\$270.00	\$810.00
7.18	24.00	HOUR	PUMP REPAIR AT SHOP	\$90.00	\$2,160.00	\$85.00	\$2,040.00	\$85.00	\$2,040.00	\$95.00	\$2,280.00
WELL C	CLEANING IT	TEMS									
7.19	1.00	LS	SPECIAL MOBILIZATION (RIG FOR WELL CLEANING &	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$600.00	\$600.00
7.20	1.00	LS	BAILING) WIRE BRUSH CLEANING OF	\$1,500.00	\$1,500.00	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00	\$1,800.00	\$1,800.00
7.21	4.00	CY	CASING REMOVE SEDIMENT FROM	\$300.00	\$1,200.00	\$150.00	\$600.00	\$150.00	\$600.00	\$250.00	\$1,000.00
7.22	1.00	LS	BORE HOLE TELEVISE WELL (POST-	\$1,250.00	\$1,250.00	\$1,350.00	\$1,350.00	\$1,350.00	\$1,350.00	\$1,500.00	\$1,500.00
7.23	1.00	LS	CLEANING) PLUMBNESS & ALIGNMENT TESTING	\$650.00	\$650.00	\$100.00	\$100.00	\$100.00	\$100.00	\$350.00	\$350.00
PROCE	SS EQUIPM	ENT AND	INSTRUMENTATION								
7.24	1.00	EA	FURNISH & INSTALL CHECK VALVE	\$6,900.00	\$6,900.00	\$6,800.00	\$6,800.00	\$6,600.00	\$6,600.00	\$7,700.00	\$7,700.00
7.25	1.00	EA	INSTALL PRESSURE TRANSDUCER (DOWNHOLE)	\$200.00	\$200.00	\$100.00	\$100.00	\$100.00	\$100.00	\$25.00	\$25.00
7.26	1.00	EA	INSTALL ELECTRONIC PRESSURE GAUGE (ABOVE	\$275.00	\$275.00	\$500.00	\$500.00	\$400.00	\$400.00	\$221.00	\$221.00
7.27	1.00	EA	GRADE) FURNISH AND INSTALL NEW 10" MAGNETIC FLOW METER	\$8,000.00	\$8,000.00	\$5,400.00	\$5,400.00	\$7,500.00	\$7,500.00	\$8,406.00	\$8,406.00
7.28	1.00	EA	FURNISH AND INSTALL NEW VARIABLE FREQUENCY	\$26,000.00	\$26,000.00	\$52,500.00	\$52,500.00	\$50,000.00	\$50,000.00	\$58,781.00	\$58,781.00



ITEM QU	JANTITY	UNIT	DESCRIPTION	ENGINEER'	S ESTIMATE TOTAL	KEYS WE UNIT COST	1 LL DRILLING TOTAL	MUNICIPA UNIT COST	2 AL BUILDERS TOTAL	E.H. RENN UNIT COST	3 NER & SONS TOTAL
7.29	1.00	LS	WIRING INSTRUMENTS TO	\$7,000.00	\$7,000.00	\$3,550.00	\$3,550.00	\$3,350.00	\$3,350.00	\$3,938.00	\$3,938.00
7.30a	3.00	STAGE	PLC PUMP REPLACEMENT - PER	\$2,000.00	\$6,000.00	\$1,500.00	\$4,500.00	\$1,500.00	\$4,500.00	\$1,699.00	\$5,097.00
7.30b	1.00	EA	STAGE NEW PUMP - COMPLETE	\$6,000.00	\$6,000.00	\$7,900.00	\$7,900.00	\$7,900.00	\$7,900.00	\$5,096.00	\$5,096.00
			PUMP ASSEMBLY TOTAL WELL NO. 7	_	\$104,495.00	ſ	\$116,815.00	-	\$119,755.00		\$130,615.00
WELL NO). 12										
		1.0	MODILIZATION MIST NO 40	#0.500.00	40.500.00	#0.500.00	40 500 00	# 0.000.00	#0.000.00	Ø4 500 00	Ø4 500 00
12	1.00	LS	MOBILIZATION - WELL NO. 12	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$6,000.00	\$6,000.00	\$1,500.00	\$1,500.00
12	1.00	LS	REMOVE & REINSTALL PUMP, MOTOR & DOWNHOLE	\$3,000.00	\$3,000.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$6,000.00	\$6,000.00
12	1.00	LS	EQUIPMENT TELEVISE WELL (PRE- CLEANING)	\$1,250.00	\$1,250.00	\$1,350.00	\$1,350.00	\$1,350.00	\$1,350.00	\$1,500.00	\$1,500.00
12	1.00	EA	HEADSHAFT	\$550.00	\$550.00	\$450.00	\$450.00	\$450.00	\$450.00	\$200.00	\$200.00
12.1	1.00	EA	STUFFING BOX BEARING	\$225.00	\$225.00	\$250.00	\$250.00	\$250.00	\$250.00	\$200.00	\$200.00
12.1	1.00	LS	PAINTING (DISCHARGE HEAD, PUMP, MOTOR, COLUMN & WELL HOUSE	\$4,250.00	\$4,250.00	\$3,000.00	\$3,000.00	\$2,430.00	\$2,430.00	\$5,000.00	\$5,000.00
DOWN-H	OLE WELI	L EQUIPM	ENT ITEMS								
12.1	17.00	EA	10-FOOT LENGTH OF 10- INCH SCH 40 COLUMN PIPE	\$600.00	\$10,200.00	\$375.00	\$6,375.00	\$375.00	\$6,375.00	\$468.00	\$7,956.00
12.1	2.00	EA	WITH COUPLING 10-FOOT LENGTH 8-INCH SCH 40 SUCTION PIPE	\$375.00	\$750.00	\$415.00	\$830.00	\$415.00	\$830.00	\$409.00	\$818.00
12.1	17.00	EA	10-FOOT LENGTH STAINLESS STEEL LINE SHAFT	\$300.00	\$5,100.00	\$260.00	\$4,420.00	\$260.00	\$4,420.00	\$251.00	\$4,267.00
12.10	34.00	EA	LINE SHAFT BEARING RETAINER	\$125.00	\$4,250.00	\$125.00	\$4,250.00	\$125.00	\$4,250.00	\$177.00	\$6,018.00
12.1	35.00	EA	RUBBER LINE SHAFT BEARING	\$30.00	\$1,050.00	\$25.00	\$875.00	\$25.00	\$875.00	\$22.00	\$770.00
12.1	35.00	EA	STAINLESS STEEL SHAFT SLEEVE	\$60.00	\$2,100.00	\$25.00	\$875.00	\$25.00	\$875.00	\$30.00	\$1,050.00
12.1	2.00	EA	STILLING TUBES - INSTALL/IMPROVE/REPAIR	\$250.00	\$500.00	\$170.00	\$340.00	\$170.00	\$340.00	\$500.00	\$1,000.00
PUMP RE	PAIR ITE	MS_									
12.1	1.00	EA	BOWL SHAFT	\$500.00	\$500.00	\$450.00	\$450.00	\$450.00	\$450.00	\$338.00	\$338.00
12.2	11.00	EA	COMPLETE BOWL BEARING KIT	\$175.00	\$1,925.00	\$100.00	\$1,100.00	\$100.00	\$1,100.00	\$34.00	\$374.00
12.2	11.00	EA	MACHINING (REBUILD BOWL & IMPELLER)	\$275.00	\$3,025.00	\$100.00	\$1,100.00	\$100.00	\$1,100.00	\$250.00	\$2,750.00
12.2	11.00	EA	WEAR RING	\$200.00	\$2,200.00	\$350.00	\$3,850.00	\$350.00	\$3,850.00	\$192.00	\$2,112.00
12.2	88.00	HOUR	PUMP REPAIR AT SHOP	\$90.00	\$7,920.00	\$85.00	\$7,480.00	\$85.00	\$7,480.00	\$95.00	\$8,360.00
WELL CL	EANING I	TEMS									
12.2	1.00	LS	SPECIAL MOBILIZATION (RIG FOR WELL CLEANING &	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$600.00	\$600.00
12.20	1.00	LS	BAILING) WIRE BRUSH CLEANING OF	\$1,500.00	\$1,500.00	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00	\$1,800.00	\$1,800.00
12.2	4.00	CY	CASING REMOVE SEDIMENT FROM BORE HOLE	\$300.00	\$1,200.00	\$150.00	\$600.00	\$150.00	\$600.00	\$250.00	\$1,000.00
12.2	32.00	HR	REMOVE LOST DOWNHOLE EQUIPMENT	\$200.00	\$6,400.00	\$275.00	\$8,800.00	\$275.00	\$8,800.00	\$275.00	\$8,800.00
12.2	1.00	LS	TELEVISE WELL (POST- CLEANING)	\$1,250.00	\$1,250.00	\$1,350.00	\$1,350.00	\$1,350.00	\$1,350.00	\$1,500.00	\$1,500.00
12.2	1.00	LS	PLUMBNESS & ALIGNMENT TESTING	\$650.00	\$650.00	\$100.00	\$100.00	\$100.00	\$100.00	\$500.00	\$500.00
PROCES	S EQUIPN	MENT AND	INSTRUMENTATION								



ITEM	QUANTITY	UNIT	DESCRIPTION	ENGINEER UNIT COST	R'S ESTIMATE TOTAL	KEYS WE	1 ELL DRILLING TOTAL	MUNICIPA UNIT COST	2 AL BUILDERS TOTAL	E.H. REN	3 NER & SONS TOTAL
12.3	1.00	EA	FURNISH & INSTALL CHECK	\$6,900.00	\$6,900.00	\$6,800.00	\$6,800.00	\$6,600.00	\$6,600.00	\$7,700.00	\$7,700.00
12.3	1.00	EA	VALVE INSTALL PRESSURE	\$200.00	\$200.00	\$100.00	\$100.00	\$100.00	\$100.00	\$25.00	\$25.00
12.3	1.00	EA	TRANSDUCER (DOWNHOLE) INSTALL ELECTRONIC PRESSURE GAUGE (ABOVE	\$275.00	\$275.00	\$500.00	\$500.00	\$400.00	\$400.00	\$176.00	\$176.00
12.3	1.00	EA	GRADE) FURNISH AND INSTALL NEW 10" MAGNETIC FLOW METER	\$8,000.00	\$8,000.00	\$5,400.00	\$5,400.00	\$7,500.00	\$7,500.00	\$8,406.00	\$8,406.00
12.3	1.00	EA	FURNISH AND INSTALL NEW VARIABLE FREQUENCY	\$26,000.00	\$26,000.00	\$32,000.00	\$32,000.00	\$30,250.00	\$30,250.00	\$35,563.00	\$35,563.00
12.30	1.00	LS	WIRING INSTRUMENTS TO PLC	\$7,000.00	\$7,000.00	\$3,550.00	\$3,550.00	\$3,350.00	\$3,350.00	\$3,938.00	\$3,938.00
12.3	11.00	STAGE	PUMP REPLACEMENT - PER STAGE	\$2,000.00	\$22,000.00	\$750.00	\$8,250.00	\$750.00	\$8,250.00	\$1,000.00	\$11,000.00
12.3	1.00	EA	NEW PUMP - COMPLETE PUMP ASSEMBLY	\$22,000.00	\$22,000.00	\$7,900.00	\$7,900.00	\$7,900.00	\$7,900.00	\$7,610.00	\$7,610.00
12.3	1.00	EA	NEW MOTOR	\$6,000.00	\$6,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$10,181.00	\$10,181.00
			TOTAL WELL NO. 12		\$164,170.00	-	\$132,545.00]	\$134,325.00	-	\$149,012.00
WELL	. NO. 18										
18	1.00	LS	MOBILIZATION - WELL NO. 18	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$6,500.00	\$6,500.00	\$1,500.00	\$1,500.00
18	1.00	LS	REMOVE & REINSTALL PUMP, MOTOR & DOWNHOLE	\$3,000.00	\$3,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$6,000.00	\$6,000.00
18	1.00	LS	EQUIPMENT TELEVISE WELL (PRE-	\$1,250.00	\$1,250.00	\$1,350.00	\$1,350.00	\$1,350.00	\$1,350.00	\$1,500.00	\$1,500.00
18	1.00	EA	CLEANING) HEADSHAFT	\$600.00	\$600.00	\$450.00	\$450.00	\$450.00	\$450.00	\$250.00	\$250.00
18.1	1.00	EA	STUFFING BOX BEARING	\$225.00	\$225.00	\$250.00	\$250.00	\$250.00	\$250.00	\$200.00	\$200.00
18.1	1.00	LS	PAINTING (DISCHARGE HEAD, PUMP, MOTOR,	\$4,250.00	\$4,250.00	\$3,000.00	\$3,000.00	\$2,100.00	\$2,100.00	\$5,000.00	\$5,000.00
DOW	N-HOLE WEL	L EQUIPM	COLUMN & WELL HOUSE ENT ITEMS								
18.1	33.00	EA	10-FT LENGTH OF 10-IN SCH	\$600.00	\$19,800.00	\$375.00	\$12,375.00	\$375.00	\$12,375.00	\$468.00	\$15,444.00
18.1	1.00	EA	40 COLUMN PIPE W/ 10-FT LENGTH 10-IN SCH 40 SUCTION PIPE	\$375.00	\$375.00	\$425.00	\$425.00	\$425.00	\$425.00	\$409.00	\$409.00
18.1	33.00	EA	10-FT LENGTH STAINLESS STEEL LINE SHAFT	\$300.00	\$9,900.00	\$260.00	\$8,580.00	\$260.00	\$8,580.00	\$324.00	\$10,692.00
18.10	66.00	EA	LINE SHAFT BEARING	\$125.00	\$8,250.00	\$125.00	\$8,250.00	\$125.00	\$8,250.00	\$177.00	\$11,682.00
18.1	67.00	EA	RETAINER RUBBER LINE SHAFT	\$30.00	\$2,010.00	\$25.00	\$1,675.00	\$25.00	\$1,675.00	\$22.00	\$1,474.00
18.2	67.00	EA	BEARING STAINLESS STEEL SHAFT	\$60.00	\$4,020.00	\$25.00	\$1,675.00	\$25.00	\$1,675.00	\$32.00	\$2,144.00
18.1	2.00	EA	SLEEVE STILLING TUBES -	\$250.00	\$500.00	\$330.00	\$660.00	\$330.00	\$660.00	\$600.00	\$1,200.00
PUME	REPAIR ITE	MS_	INSTALL/IMPROVE/REPAIR								
18.1	1.00	EA	BOWL SHAFT	\$500.00	\$500.00	\$450.00	\$450.00	\$450.00	\$450.00	\$456.00	\$456.00
18.2	4.00	EA	COMPLETE BOWL BEARING	\$175.00	\$700.00	\$150.00	\$600.00	\$150.00	\$600.00	\$561.00	\$2,244.00
18.2	4.00	EA	KIT MACHINING (REBUILD BOWL	\$275.00	\$1,100.00	\$100.00	\$400.00	\$100.00	\$400.00	\$200.00	\$800.00
18.2	4.00	EA	& IMPELLER) WEAR RING	\$200.00	\$800.00	\$400.00	\$1,600.00	\$400.00	\$1,600.00	\$140.00	\$560.00
18.2	32.00	HOUR	PUMP REPAIR AT SHOP	\$90.00	\$2,880.00	\$85.00	\$2,720.00	\$85.00	\$2,720.00	\$95.00	\$3,040.00
WELL	. CLEANING I	TEMS									
18.2	1.00	LS	SPECIAL MOBILIZATION (RIG FOR WELL CLEANING & BAILING)	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$600.00	\$600.00



ITEM	QUANTITY	UNIT	DESCRIPTION	ENGINEER UNIT COST	'S ESTIMATE TOTAL	KEYS WE	1 ELL DRILLING TOTAL	MUNICIPA UNIT COST	2 AL BUILDERS TOTAL	E.H. REN	3 NER & SONS TOTAL
18.20	1.00	LS	WIRE BRUSH CLEANING OF	\$2,200.00	\$2,200.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$1,800.00	\$1,800.00
18.2	4.00	CY	CASING REMOVE SEDIMENT FROM	\$325.00	\$1,300.00	\$150.00	\$600.00	\$150.00	\$600.00	\$250.00	\$1,000.00
18.2	1.00	LS	BORE HOLE TELEVISE WELL (POST-	\$1,250.00	\$1,250.00	\$1,350.00	\$1,350.00	\$1,350.00	\$1,350.00	\$1,500.00	\$1,500.00
18.2	1.00	LS	CLEANING) PLUMBNESS & ALIGNMENT	\$650.00	\$650.00	\$100.00	\$100.00	\$100.00	\$100.00	\$500.00	\$500.00
PROCE	ESS EQUIPM	ENT AND	TESTING INSTRUMENTATION								
18.2	1.00	EA	FURNISH & INSTALL CHECK	\$6,900.00	\$6,900.00	\$6,800.00	\$6,800.00	\$6,600.00	\$6,600.00	\$7,700.00	\$7,700.00
18.3	1.00	EA	VALVE INSTALL PRESSURE	\$200.00	\$200.00	\$100.00	\$100.00	\$100.00	\$100.00	\$25.00	\$25.00
18.3	1.00	EA	TRANSDUCER (DOWNHOLE) INSTALL ELECTRONIC	\$275.00	\$275.00	\$500.00	\$500.00	\$400.00	\$400.00	\$221.00	\$221.00
18.3	1.00	EA	PRESSURE GAUGE (ABOVE GRADE) FURNISH & INSTALL NEW 10"	\$8,000.00	\$8,000.00	\$5,400.00	\$5,400.00	\$7,500.00	\$7,500.00	\$8,406.00	\$8,406.00
18.3	1.00	EA	MAGNETIC FLOW METER FURNISH & INSTALL NEW	\$26,000.00	\$26,000.00	\$38,325.00	\$38,325.00	\$36,500.00	\$36,500.00	\$42,910.00	\$42,910.00
18.29	1.00	LS	VARIABLE FREQUENCY WIRING INSTRUMENTS TO	\$7,000.00	\$7,000.00	\$3,550.00	\$3,550.00	\$3.350.00	\$3,350.00	\$3,938.00	\$3,938.00
18.30a	3.00	STAGE	PLC PUMP REPLACEMENT - PER	\$2,000.00	\$6,000.00	\$800.00	\$2,400.00	\$800.00	\$2,400.00	\$1,000.00	\$3,000.00
18.30b	1.00	EA	STAGE NEW PUMP - COMPLETE	\$6,000.00	\$6,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$8,900.00	\$8,900.00
18.3	1.00	EA	PUMP ASSEMBLY NEW MOTOR	\$6,000.00	\$6,000.00	\$9,000.00	\$9,000.00	\$9,000.00		\$13,070.00	\$13,070.00
			TOTAL WELL NO. 18	_	\$138,435.00		\$141,085.00]	\$142,960.00		\$158,165.00
BOOS	TER PUMP A	T WATER	TREATMENT PLANT						,		. ,
01.01	1.00	LS	MOBILIZATION - BOOSTER	\$4,000.00	\$4,000.00	\$5,500.00	\$5,500.00	\$7,500.00	\$7,500.00	\$1,000.00	\$1,000.00
			PUMPS								
01.02	2.00	LS	REMOVE & REINSTALL PUMP, MOTOR & DOWNHOLE	\$3,000.00	\$6,000.00	\$2,800.00	\$5,600.00	\$2,800.00	\$5,600.00	\$1,500.00	\$3,000.00
01.03	2.00	EA	EQUIPMENT TELEVISE PUMP CAN	\$1,500.00	\$3,000.00	\$1,000.00	\$2,000.00	\$1,000.00	\$2,000.00	\$750.00	\$1,500.00
01.04	2.00	EA	PAINTING (DISCHARGE HEAD, PUMP, MOTOR,	\$8,500.00	\$17,000.00	\$4,500.00	\$9,000.00	\$1,650.00	\$3,300.00	\$10,000.00	\$20,000.00
PUMP	REPAIR ITE	ИS	COLUMN & WELL HOUSE								
01.05	2.00	EA	HEADSHAFT	\$550.00	\$1,100.00	\$500.00	\$1,000.00	\$500.00	\$1,000.00	\$200.00	\$400.00
01.06	2.00	EA	STUFFING BOX BEARING	\$225.00	\$450.00	\$250.00	\$500.00	\$250.00	\$500.00	\$44.00	\$88.00
			INSTRUMENTATION	Ψ223.00	ψ-30.00	Ψ230.00	ψ300.00	Ψ230.00	ψ300.00	Ψ-4.00	ψ00.00
					•			•		•	
01.07	2.00	EA	FURNISH & INSTALL CHECK VALVE (1 EA.)	\$6,900.00	\$13,800.00	\$6,700.00	\$13,400.00	\$8,000.00	\$16,000.00	\$7,489.00	\$14,978.00
01.08	2.00	EA	FURNISH & INSTALL AIR RELEASE VALVE (1 EA.)	\$1,000.00	\$2,000.00	\$1,175.00	\$2,350.00	\$1,000.00	\$2,000.00	\$576.00	\$1,152.00
01.09	2.00	EA	FURNISH & INSTALL NEW 12" BUTTERFLY VALVE (1 EA.)	\$2,200.00	\$4,400.00	\$2,200.00	\$4,400.00	\$3,000.00	\$6,000.00	\$1,635.00	\$3,270.00
01.10	2.00	EA	INSTALL ELECTRONIC PRESSURE GAUGE (1 EA.	\$275.00	\$550.00	\$500.00	\$1,000.00	\$400.00	\$800.00	\$221.00	\$442.00
01.11	2.00	EA	ABOVE GRADE) FURNISH & INSTALL NEW 12" MAGNETIC FLOW METER (1	\$12,000.00	\$24,000.00	\$6,625.00	\$13,250.00	\$10,030.00	\$20,060.00	\$8,368.00	\$16,736.00
01.12	2.00	LS	EA.) MISC. PUMP DISCHARGE PROCESS PIPING (PIPE,	\$20,000.00	\$40,000.00	\$5,200.00	\$10,400.00	\$9,500.00	\$19,000.00	\$9,758.00	\$19,516.00
01.13	2.00	EA	FITTING. ETC.) FURNISH & INSTALL NEW VARIABLE FREQUENCY	\$26,000.00	\$52,000.00	\$30,555.00	\$61,110.00	\$29,100.00	\$58,200.00	\$34,211.00	\$68,422.00
01.14	1.00	LS	WIRING INSTRUMENTS TO PLC	\$3,000.00	\$3,000.00	\$4,200.00	\$4,200.00	\$4,000.00	\$4,000.00	\$4,703.00	\$4,703.00



PROJECT NO.: COONR 139034
CITY NO.: 17-7
NAME: 2017 WELL REHABILITATION PROJECT
OWNER: CITY OF COON RAPIDS, MN
BID DATE: TUESDAY, NOVEMBER 29, 2016 @ 10:00 AM

				ENGINEER'	'S ESTIMATE	KEYS WE	1 LL DRILLING	MUNICIPA	2 L BUILDERS	E.H. RENN	3 IER & SONS
ITEM QU	JANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
01.15	2.00	EA	NEW PUMP ASSEMBLY	\$7,000.00	\$14,000.00	\$12,000.00	\$24,000.00	\$12,000.00	\$24,000.00	\$9,210.00	\$18,420.00
01.16	2.00	EA	NEW MOTOR	\$6,000.00	\$12,000.00	\$9,000.00	\$18,000.00	\$9,000.00	\$18,000.00	\$14,869.00	\$29,738.00
			TOTAL BOOSTER PUMPS	_	\$197,300.00	-	\$175,710.00]	\$187,960.00		\$203,365.00
SUMMAF	RY							1			
			TOTAL WELL NO. 7		\$104,495.00		\$116,815.00		\$119,755.00		\$130,615.00
			TOTAL WELL NO. 12		\$164,170.00		\$132,545.00		\$134,325.00		\$149,012.00
			TOTAL WELL NO. 18		\$138,435.00		\$141,085.00		\$142,960.00		\$158,165.00
			TOTAL BOOSTER PUMPS		\$197,300.00		\$175,710.00		\$187,960.00		\$203,365.00
			GRAND TOTAL BID	=	\$604,400.00	=	\$566,155.00	-	\$585,000.00	=	\$641,157.00

 $\label{lem:condition} Z:\AE\C\Coon'\139034\G-bid-const\Bidding\Gid\Tabulation.xlsx]BIDTAB$

RESOLUTION NO. 17-7(9)

(9) RESOLUTION ACCEPTING BID AND AWARDING CONTRACT

WHEREAS, pursuant to an advertisement for bids for the improvement of the City's water system by rehabilitation of Well Nos. 7, 12 and 18 and Booster Pumps 1 and 2 at the West Water Treatment Plant, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

Contractor	<u>Total Bid</u>
Keys Well Drilling Company	\$566,155.00
Municipal Builders	\$585,000.00
E.H. Renner & Sons	\$641,157.00

- **WHEREAS,** it appears that Keys Well Drilling Company of St. Paul, Minnesota is the lowest responsible bidder; and
- **WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and
- **WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.
- **NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota that the bid of \$566,155.00 by Keys Well Drilling Company for Coon Rapids Improvement Project 17-7 be accepted as the lowest responsible bid.
- **BE IT FURTHER RESOLVED** that the Mayor and City Manager are hereby authorized and directed to enter into a contract with Keys Well Drilling Company of St. Paul, Minnesota for the improvement of the City's water system by rehabilitation of Well Nos. 7, 12 and 18 and Booster Pumps 1 and 2 at the West Water Treatment Plant according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
- **BE IT FURTHER RESOLVED** that the City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

Adopted this 20 th day of December, 2016.	
ATTEST:	Jerry Koch, Mayor
Joan Lenzmeier, City Clerk	



City Council Regular 17.

Meeting Date: 12/20/2016

Subject: Accept Feasibility and Order Public Hearing and Assessment Hearing for Street

Reconstruction - Project 17-1

Submitted For: Mark Hansen, Assistant City Engineer

From: Sarah Greene, Administrative Assistant II

INTRODUCTION

The City Engineering Division is recommending the reconstruction of approximately 3.1 miles of residential streets under project 17-1. Staff has prepared a feasibility report for the proposed improvements. Council is being requested to accept the report, and to order the public improvement hearing and the assessment hearing for the project, both proposed to be held on February 21, 2017.

DISCUSSION

Council ordered the preparation of a feasibility report for the proposed project on November 15, 2016. Streets included in the scope of the project are as shown on the attached project location map. The project includes street segments proposed for rehabilitation via full depth reclamation (reconstruction) methods.

Proposed improvements include the reclamation of the existing bituminous surface and aggregate base, removal and replacement of damaged curb and gutter, sidewalk and pedestrian curb ramp improvements in accordance with ADA requirements, watermain pipe valve and hydrant replacements, and repairs or replacements to the existing storm sewer and sanitary sewer as needed.

City assessment policy calls for assessing properties benefiting from the proposed improvements. The proposed reconstruction assessment rates are \$1,843.08 for single family residential property, \$23.04 per front foot for multi-family residential property, \$46.07 per front foot for commercial property, and \$59.89 per front foot for industrial property. These rates were determined consistent with City policy, with 2016 rates adjusted by the construction cost index for the Twin Cities metro area. The project includes 252 single family residential properties, one residential duplex property, and two City-owned properties.

The areas of benefit and proposed properties to be assessed are as shown on the attached Assessment Area graphic.

Properties to be assessed were notified of the pending project in early December 2016. An

informational meeting took place on December 14, 2016, with a second one planned for January 9, 2017. Staff listens to concerns and responds to comments at these meetings.

The project is necessary to improve the condition of the streets, is feasible to construct from an engineering standpoint, and is cost effective.

RECOMMENDATION

It is recommended the Council take the following actions:

- a. Adopt Resolution No. 17-1(4) accepting feasibility report and ordering a public hearing on improvement for February 21, 2017.
- b. Adopt Resolution No. 17-1(10) declaring the cost to be assessed and ordering preparation of proposed assessment roll.
- c. Adopt Resolution No. 17-1(11) setting an assessment hearing date for February 21, 2017.

BUDGET IMPACT:

The total estimated cost of the proposed improvement is \$3,152,639.95, with the total amount assessed of \$554,808.69.

The balance of the project cost would be recovered from various funds as follows:

\$1,645,065.60 from the Street Reconstruction Fund (797).

\$88,489.84 from the Storm Water Utility Fund (640) recovered through storm drainage charges.

\$791,675.21 from the Water System Maintenance Fund (601) recovered through charges for water used.

\$72,600.61 from the Sanitary Sewer Maintenance Fund (620) recovered through sanitary sewer maintenance charges.

Attachments

Project 17-1 Feasibility Report Project Location Map Assessed Parcels Graphic Resolution 17-4(10) Resolution 17-1(10)

Resolution 17-1(11)

Feasibility Report

PROJECT 17-1

Street Reconstruction

Local streets between Dogwood Street and University Avenue, and between Egret Boulevard and 101st Avenue

December 14, 2016

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Mark C. Hansen, PE, Asst. City Engineer License No. 43920 Date: 12/14/16

M. C.A.



Prepared By: CITY OF COON RAPIDS ENGINEERING DIVISION

PROJECT HISTORY

In 1994, the City began a street reconstruction program to replace its aging street infrastructure. Since that time, more than 113 miles of the City's 220 mile street system have been reconstructed. In 1997, the City implemented a policy for assessing a portion of the cost of street reconstruction to properties benefitting from the improvements.

In the spring of 2016, staff completed a pavement condition rating evaluation of City streets. The evaluation identified nearly 34 miles of City streets in poor or very poor condition. Streets that are recommended for improvement as part of the 2017 Street Reconstruction projects were again reviewed in the fall of 2016 to verify the final program. Based on discussions with the City Council, the 2017 program was developed and presented at the October 18, 2016 work session. Subsequently, at the recommendation of City staff, Council ordered preparation of a feasibility report on November 15, 2016.

This feasibility report is for the reconstruction of residential streets within an area generally lying between Dogwood Street and University Avenue, and between Egret Boulevard and 101st Avenue. This project area includes the reconstruction of approximately 3.1 miles of residential streets.

PROJECT AREA CHARACTERISTICS / EXISTING CONDITIONS

The overall project area is illustrated on the **Project Location Map**. Streets proposed for reconstruction included in the scope of this report are as follows:

- 1. University Avenue Service Road from 104th Avenue to 104th Lane
- 2. Alder Street from 104th Avenue to 104th Lane
- 3. Butternut Street from 102nd Avenue to cul-de-sac
- 4. Butternut Street from 104th Lane to 105th Avenue
- 5. Cottonwood Street from 101st Avenue to 102nd Lane
- 6. Dogwood Street from 101st Ave to Egret Boulevard
- 7. 101st Lane from University Avenue to Butternut Street
- 8. 102nd Avenue from University Avenue to Cottonwood Street
- 9. 102nd Lane from University Avenue to Dogwood Street
- 10. 103rd Avenue from University Avenue to Dogwood Street
- 11. 104th Avenue from University Avenue to Dogwood Street
- 12. 104th Lane from University Avenue to Dogwood Street
- 13. 105th Avenue from University Avenue to Dogwood Street

Land uses within the project area include the following:

- Single family residential (252 parcels)
- Duplexes (1 parcel)
- City parks (2 parcels)

Residential streets in the areas proposed for reconstruction as described above were originally constructed in 1967 and 1971, and therefore are between 45 and 49 years old. Because of their age, these streets have experienced excessive fatigue cracking, and are at the point where routine

maintenance (crack sealing and seal coating) is no longer cost-effective. There are also significant areas where the existing concrete curb and gutter is cracked, broken, or settled, resulting in a reduced capacity to effectively convey drainage. Staff will be recommending to replace all the concrete curb and gutter on this project.

The existing water distribution system in the project area consists of 6-inch cast iron pipe. The watermain was originally constructed between 1959 and 1973, a few years before the streets were constructed. The cast iron pipe ages range from 43 to 57 years old, however only watermain located on 104th Avenue and 104th Lane has had any breaks.

The existing hydrants on the project have lead caps within the hydrant assembly, which are not allowed under current drinking water standards. In addition, the nuts and bolts used during the initial construction are not stainless steel in accordance with current City standards, and run a high risk of corrosion and ultimate failure, which can increase the risk of a leak forming in these areas.

The existing sanitary sewer system located within the project area consists of 8-inch previously lined Vitrified Clay Pipe, and is considered to be in good condition. A 935-foot segment of 8-inch PVC sanitary sewer pipe is located on 105th Lane. Closed circuit televising of all the sanitary sewer within the proposed project area has been completed, and revealed that the sewer pipe is sound with no significant sagging of the lines, standing water, or joint separation issues. The manholes are precast concrete structures, and have been found to be generally in good condition with no sign of groundwater seeping into the system.

There is minimal storm sewer located within the project area. City staff will address any locations of inadequate drainage capacity, as well as areas that experience localized flooding with the project. The storm sewer pipe is considered to be in good condition. Periodic storm sewer manhole replacements will take place throughout the project area.

PROPOSED IMPROVEMENTS

Streets within the project area are proposed to be reconstructed by reclaiming the existing bituminous pavement and gravel base, re-compacting the reclaimed material, disposing of excess reclaimed material, and resurfacing the streets with new bituminous pavement. There may be areas where subgrade corrections are needed, due to the presence of soft or unsuitable soils. In addition, removal and replacement of existing concrete curb and gutter that is in poor condition (cracked, broken, settled) or that does not drain properly, is proposed throughout the project area. New pedestrian curb ramps will be installed with existing sidewalk (as needed) to comply with the Americans with Disabilities Act (ADA) requirements.

Sanitary sewer manholes, storm sewer manholes and catch basins will be repaired, replaced or adjusted as needed before the streets are repaved.

Fire hydrants within the project area that contain lead components will be replaced with new hydrants to bring them into current standards. Watermain valves and valve boxes will be removed and replaced with new valves to ensure proper operation of the system. All valve and hydrant replacements will be completed using stainless steel nuts and bolts to minimize the risk of

corrosion and leaking. The watermain pipe on 104^{th} Avenue and 104^{th} Lane is proposed to be replaced due to the high number of isolated breaks on those segments.

Boulevard trees will be trimmed this winter to clear the streets of low hanging branches. All street name signs and other street signs will be replaced with new signs and posts. All new street name signs will have lettering consistent with the current City logo.

MAINTENANCE IMPACT

The streets proposed for reconstruction have deteriorated extensively and would require increased maintenance if they are not repaved soon. Seal coating is no longer effective for the streets, due to the excessive cracking that has occurred. It becomes cost-prohibitive to maintain street surfaces that are as badly cracked as exists on these streets.

Once the streets are repaved, the first crack sealing and seal coating application should be performed within 4 years to preserve the new bituminous pavement. Subsequent crack sealing and seal coating applications will then occur every 7 years. With periodic maintenance, the street surfacing should not require replacement for at least 35 years.

New watermain valve boxes, new storm water inlet castings and structures, and new adjusting rings on sanitary sewer manholes will be installed as needed with the project, preserving the existing utility infrastructure and reducing the need for future maintenance.

ESTIMATED COST/FINANCING

The total estimated cost of the street reconstruction project is \$3,152,639.95.

The Public Works Department has requested that obsolete fire hydrants be replaced with new fire hydrants as part of this street reconstruction project, and that watermain valves be repaired or replaced as needed. The estimated cost to replace fire hydrants, and to repair or replace watermain valves, as well as watermain pipe on 104th Avenue and 104th Lane is \$791,675.21. Tree trimming costs are approximately \$10,000, and will be paid from Street Reconstruction funds. Storm sewer repair costs are estimated to be \$88,489.84. The estimated prices as listed in the preceding paragraphs include engineering staff time for the design and construction inspection.

The City would finance the project and assess a portion of the cost to the adjacent benefiting properties. The City's policy goal is to assess approximately 50% of street reconstruction costs to benefiting properties. The City would initially pay for the cost of the project from a combination of Street Reconstruction (797), Storm Water Utility (640), Water System Maintenance (601), and Sanitary Sewer Maintenance (620) funds.

Project funding is summarized below:

Street Reconstruction Fund	\$1	,645,065.60
Storm Water Utility Fund	\$	88,489.84
Water System Maintenance Fund	\$	791,675.21

Sanitary Sewer Maintenance Fund	\$ 72,600.61
Proposed Amount to be Assessed	\$ 554,808.69
Total Estimated Project Cost	\$3,152,639.95

The City's share of approximately \$1,645,065.60 that is for street work would result in an annual tax levy of approximately \$202,486.00 if bonds are sold and paid for over a 10-year period beginning in 2017. The assessed share of the total project cost is approximately 20% for this project, due to the number and orientation of properties that can be assessed within the project limits, as well as the amount of non-assessable watermain work anticipated.

PROJECT TIMETABLE

December 14, 2016	Staff conducts 1st neighborhood meeting for residents
December 20, 2016	Council accepts feasibility report, orders a public hearing, and sets an assessment hearing date
January 9, 2017	Staff conducts 2nd neighborhood meeting for residents
February 21, 2017	Council holds the public hearing and assessment hearing and orders the project. Council approves plans and specs and orders ad for bids.
May 2, 2017	Council adopts the assessments and awards contract for construction
May – Oct. 2017	Project Construction

Note - Assessments are proposed to be adopted by Council on May 2^{nd} rather than on February 21^{st} when the assessment hearing is held. This allows a construction contract to be awarded, signifying the Council's intent to proceed with project construction, and to incur costs for the project prior to assessments being levied. Upon adoption of the assessments, residents would have 30 days to pay off the assessment without incurring interest charges.

PROPOSED ASSESSMENTS

In 1997, assessment rates were established as part of the City's policy for financing street reconstruction. Under the policy, rates are to be updated annually, using the Construction Cost Index (CCI). Assessment rates for 2017 have been increased by 0.40% from the 2016 rates, reflecting an increase in the CCI.

The rates to be used for 2017 are as follows--

Single-family lot \$1,843.08 per lot (CCI factor results in increase of \$7.63 from 2016)

Residential (higher density \$23.04 per front-foot or average width

lots including duplex units)

Office and Commercial \$46.07 per front foot or average width (double higher

density residential rate per policy)

Industrial \$59.89 per front foot or average width (30% higher than

Office/Commercial rate per policy)

Assessments would be spread over a 10-year period with an estimated interest rate of 2.86% and the first installment would be due in 2018. Property owners would have the option of paying their entire assessment within 30 days following Council adoption of the assessments, and would incur no interest charges. Payments made after the 30-day period would also require payment of any interest charges accrued up to the time payment is made. If the assessment were paid as part of the property tax statement, the annual cost for a single-family home would be approximately \$200 per year for the 10-year period. A copy of the proposed assessment roll is available in the Assistant City Engineer's office, as well as in the City Clerk's office.

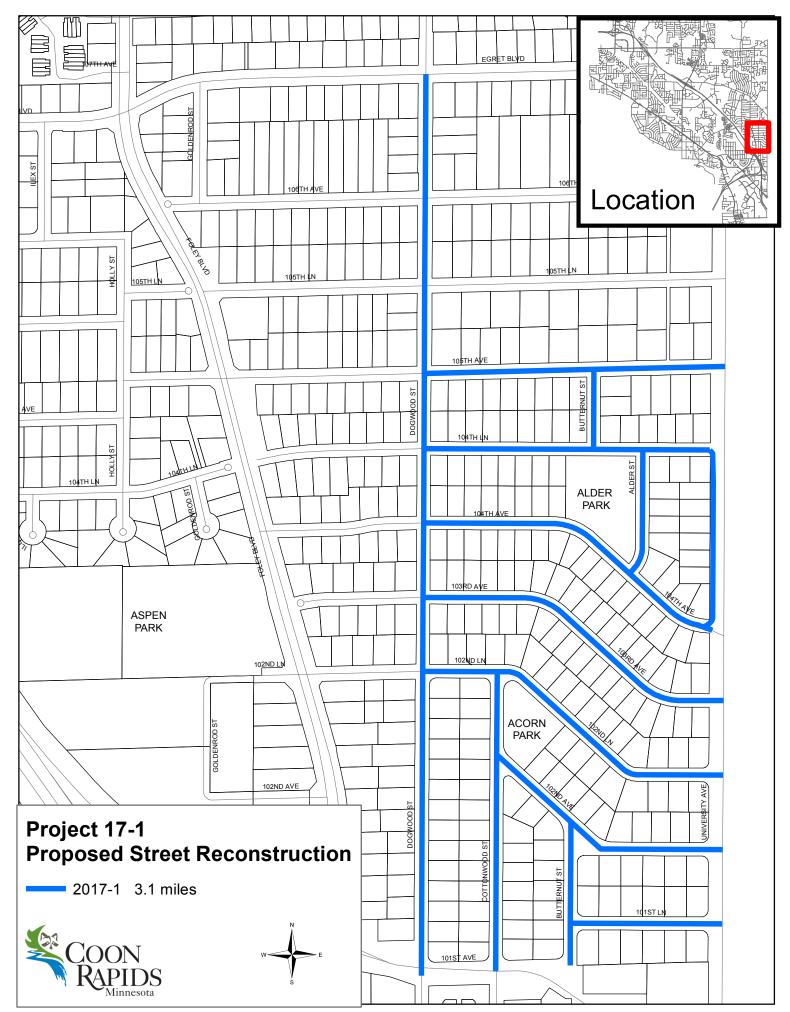
PROJECT FEASIBILITY

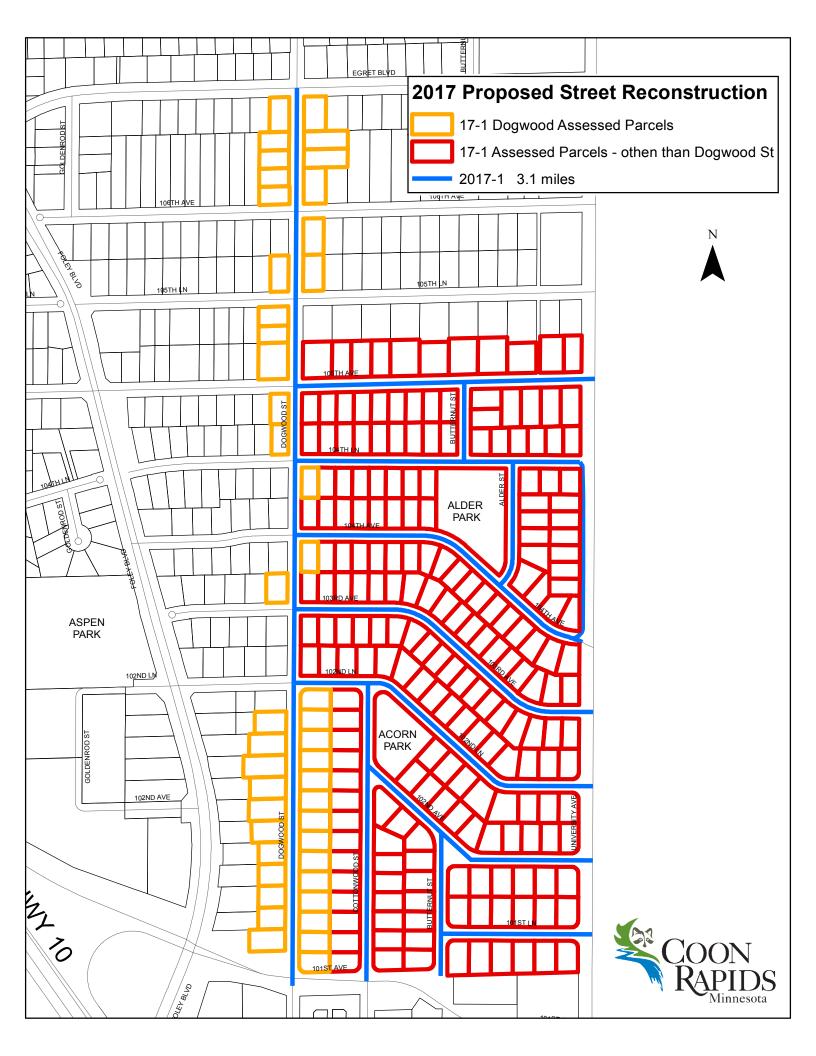
The proposed project is necessary for the City to keep the streets in the project area in a safe and drivable condition. The project is cost effective and is technically feasible to construct. An independent appraiser was retained in 2014 to review the "benefit" to the properties for work similar to what is proposed with this project. The appraiser's report indicated that the "…assessments planned by the City do appear to be fair and reasonable, similar to, and possibly less, than what other area cities are doing, and are not higher than the benefit resulting from the renewed streets, in the form of the property value increase." Therefore, the project is also economically feasible.

CONCLUSIONS AND RECOMMENDATION

As part of its 2017 Street Reconstruction Program, the City is proposing to reconstruct approximately 3.1 miles of residential streets with this project. A majority of the project cost would be paid by the City, and a portion of the project cost would be recovered through assessments to benefiting property owners, in accordance with the Street Reconstruction Policy approved by Council in 2006 and updated in 2015. Property owners were notified of the project and of the proposed assessment rates by letter in early December 2016. The first informational meeting for this project was held on December 14 where staff heard concerns, listened to suggestions, and answered questions that residents had regarding the project. A second informational meeting will be held on January 9, 2017. Council will be requested to schedule both the public hearing and assessment hearing for February 21, 2017.

It is recommended that Council accept this feasibility report, order a public hearing on the project, and order a hearing on the proposed assessments by adopting the resolutions included with this report.





RESOLUTION NO. 17-1(4)

(4) RESOLUTION ACCEPTING FEASIBILITY REPORT AND ORDERING PUBLIC HEARING ON IMPROVEMENT

WHEREAS, pursuant to resolution of the Council adopted on the 15th day of November, 2016, a report has been prepared by the City Engineering Division with reference to the improvement of the following residential streets:

- University Avenue Service Road from 104th Avenue to 104th Lane
- Alder Street from 104th Avenue to 104th Lane
- Butternut Street from 102nd Avenue to cul-de-sac
- Butternut Street from 104th Lane to 105th Avenue
- Cottonwood Street from 101st Avenue to 102nd Lane
- Dogwood Street from 101st Ave to Egret Boulevard
- 101st Lane from University Avenue to Butternut Street
- 102nd Avenue from University Avenue to Cottonwood Street
- 102nd Lane from University Avenue to Dogwood Street
- 103rd Avenue from University Avenue to Dogwood Street
- 104th Avenue from University Avenue to Dogwood Street
- 104th Lane from University Avenue to Dogwood Street
- 105th Avenue from University Avenue to Dogwood Street

by street reconstruction, and this report was received by the Council on the 20th day of December, 2016; and

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost effective, and feasible,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota:

- 1. The Council will consider such improvement in accordance with the report and the assessment of benefitting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Sections 429.011 to 429.111, at an estimated total cost of the improvement of \$3,152,639.95.
- 2. A public hearing shall be held on such proposed improvement on the 21st day of February, 2017 in the Council Chambers of the City Hall at 7:00 p.m., and the Clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted this 20th day of December, 2016.		
	Jerry Koch, Mayor	

RESOLUTION NO. 17-1(10)

(10) RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLL

WHEREAS, a contract is proposed to be let for the improvement of the following residential streets:

- University Avenue Service Road from 104th Avenue to 104th Lane
- Alder Street from 104th Avenue to 104th Lane
- Butternut Street from 102nd Avenue to cul-de-sac
- Butternut Street from 104th Lane to 105th Avenue
- Cottonwood Street from 101st Avenue to 102nd Lane
- Dogwood Street from 101st Ave to Egret Boulevard
- 101st Lane from University Avenue to Butternut Street
- 102nd Avenue from University Avenue to Cottonwood Street
- 102nd Lane from University Avenue to Dogwood Street
- 103rd Avenue from University Avenue to Dogwood Street
- 104th Avenue from University Avenue to Dogwood Street
- 104th Lane from University Avenue to Dogwood Street
- 105th Avenue from University Avenue to Dogwood Street

by street reconstruction and the contract price for such improvement is estimated to be \$2,522,111.96 and the expenses incurred or to be incurred in the making of said improvement are estimated to be \$630,527.99, so that the total cost of the improvement is estimated to be \$3,152,639.95 and of this cost the City will pay \$2,597,831.26 as its share of the cost; and

WHEREAS, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

WHEREAS, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COON RAPIDS, MINNESOTA:

- 1. The cost of such improvement to be specially assessed is hereby declared to be \$554,808.69.
- 2. The City Clerk, with the assistance of the City Engineer shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and the City Engineer shall file a copy of such proposed assessment in

3. The Clerk shall, upon the completion thereof.	of such proposed assessment, notify the Council
Adopted this 20th day of December, 2016.	
ATTEST:	Jerry Koch, Mayor
Joan Lenzmeier, City Clerk	

his office for public inspection.

RESOLUTION NO. 17-1(11)

(11) RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT ROLL

WHEREAS, per a Resolution passed by the Council on the 20th day of December, 2016, the City Clerk was directed to prepare a proposed assessment of the cost of improving the following residential streets:

- University Avenue Service Road from 104th Avenue to 104th Lane
- Alder Street from 104th Avenue to 104th Lane
- Butternut Street from 102nd Avenue to cul-de-sac
- Butternut Street from 104th Lane to 105th Avenue
- Cottonwood Street from 101st Avenue to 102nd Lane
- Dogwood Street from 101st Ave to Egret Boulevard
- 101st Lane from University Avenue to Butternut Street
- 102nd Avenue from University Avenue to Cottonwood Street
- 102nd Lane from University Avenue to Dogwood Street
- 103rd Avenue from University Avenue to Dogwood Street
- 104th Avenue from University Avenue to Dogwood Street
- 104th Lane from University Avenue to Dogwood Street
- 105th Avenue from University Avenue to Dogwood Street

by street reconstruction; and

WHEREAS, the Clerk will give a minimum of 14 days written notice to the Council and all benefitted property owners described in the assessment roll that such proposed assessment has been completed and filed in the Clerk's office for public inspection,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COON RAPIDS, MINNESOTA:

- 1. A hearing shall be held on the 21st day of February, 2017, in the City Hall at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
- 2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official paper at least 2 weeks prior to the hearing.

Adopted this 20th day of December, 2016.		
	Jerry Koch, Mayor	

ATTEST:	
Joan Lenzmeier, City Clerk	_



City Council Regular 18.

Meeting Date: 12/20/2016

Subject: Accept Feasibility and Order Public Hearing and Assessment Hearing for State Aid

Street Reconstruction - Project 17-2

Submitted For: Mark Hansen, Assistant City Engineer

From: Sarah Greene, Administrative Assistant II

INTRODUCTION

The City Engineering Division is recommending the reconstruction of approximately 1.5 miles of Municipal State Aid (MSA) streets under project 17-2. City streets designated as state aid streets are eligible for state aid funding. Staff has prepared a feasibility report for the proposed improvements. Council is being requested to accept the report, and to order the public improvement hearing and the assessment hearing for the project, both proposed to be held on February 21, 2017.

DISCUSSION

Council ordered the preparation of a feasibility report for the proposed project on November 15, 2016. Streets included in the scope of the project are as shown on the attached project location map. The project includes street segments proposed for rehabilitation via full depth reclamation (reconstruction) methods.

Proposed improvements include the reclamation of the existing bituminous surface and aggregate base, removal and replacement of damaged curb and gutter, sidewalk and pedestrian curb ramp improvements in accordance with ADA requirements, select watermain pipe valve and hydrant replacements, and repairs or replacements to the existing storm sewer and sanitary sewer as needed.

City assessment policy calls for assessing properties benefiting from the proposed improvements. The proposed reconstruction assessment rates are \$1,843.08 for single family residential property, \$23.04 per front foot for multi-family residential property, \$46.07 per front foot for commercial property, and \$59.89 per front foot for industrial property. These rates were determined consistent with City policy, with 2016 rates adjusted by the construction cost index for the Twin Cities metro area. The project includes 26 single family residential properties, five commercial properties, one agricultural property (assessed as commercial), and two apartment properties.

The areas of benefit and proposed properties to be assessed are as shown on the attached Assessment Area graphic.

Properties to be assessed were notified of the pending project in early December 2016. An informational meeting took place on December 14, 2016, with a second one planned for January 9, 2017. Staff listens to concerns and responds to comments at these meetings.

The project is necessary to improve the condition of the streets, is feasible to construct from an engineering standpoint, and is cost effective.

RECOMMENDATION

It is recommended the Council take the following actions:

- a. Adopt Resolution No. 17-2(4) accepting feasibility report and ordering a public hearing on improvement for February 21, 2017.
- b. Adopt Resolution No. 17-2(10) declaring the cost to be assessed and ordering preparation of proposed assessment roll.
- c. Adopt Resolution No. 17-2(11) setting an assessment hearing date for February 21, 2017.

BUDGET IMPACT:

The total estimated cost of the proposed improvement is \$2,107,473.41, with the total amount assessed of \$139,779.38.

The balance of the project cost would be recovered from various funds as follows:

\$1,605,058.15 from MSA Funds.

\$10,000.00 from the Street Reconstruction Fund (797).

\$110,943.45 from the Storm Water Utility Fund (640) recovered through storm drainage charges.

\$131,040.00 from the Water System Maintenance Fund (601) recovered through charges for water used.

\$110,652.43 from the Sanitary Sewer Maintenance Fund (620) recovered through sanitary sewer maintenance charges.

Attachments

Project 17-2 Feasibility Report

Project Location Map

Assessed Parcels Graphic - 101st Avenue

Assessed Parcels Graphic - 121st Avenue

Assessed Parcels Graphic - Shenandoah Boulevard

Resolution 17-2(4)

Resolution 17-2(10)

Resolution 17-2(11)

Feasibility Report

PROJECT 17-2

State Aid Street Reconstruction

101st Ave from Foley Blvd to University Ave (SAP 114-128-005) 121st Ave from Foley Blvd to University Ave (SAP 114-102-018) Shenandoah Blvd from 122nd Ave to 124th Ln (SAP 114-129-012)

> I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Mark C. Hansen, PE, Asst. City Engineer License No. 43920 Date: 12/14/16



Prepared By: CITY OF COON RAPIDS ENGINEERING DIVISION

PROJECT HISTORY

In 1994, the City began a street reconstruction program to replace its aging street infrastructure. Since that time, more than 113 miles of the City's 220 mile street system have been reconstructed. In 1997, the City implemented a policy for assessing a portion of the cost of street reconstruction to properties benefitting from the improvements.

In the spring of 2016, staff completed a pavement condition rating evaluation of City streets. The evaluation identified nearly 34 miles of City streets in poor or very poor condition. Streets that are recommended for improvement as part of the 2017 Street Reconstruction projects were again reviewed in the fall of 2016 to verify the final program. Based on discussions with the City Council, the 2017 program was developed and presented at the October 18, 2016 work session. Subsequently, at the recommendation of City staff, Council ordered preparation of a feasibility report on November 15, 2016.

This feasibility report is for the reconstruction of Municipal State Aid (MSA) roadways located within the City of Coon Rapids. The project area includes the reconstruction of approximately 1.5 miles of MSA streets.

PROJECT AREA CHARACTERISTICS / EXISTING CONDITIONS

The overall project area is illustrated on the **Project Location Map**. Streets proposed for reconstruction included in the scope of this report are as follows:

- 1. 101st Avenue from Foley Boulevard to University Avenue
- 2. 121st Avenue from Foley Boulevard to University Avenue
- 3. Shenandoah Boulevard from 122nd Avenue to 124th Lane

Land uses within the project area include the following:

- Single Family Residential (26 parcels)
- Apartments (2 parcels)
- Commercial (5 parcels)
- Agriculture (assessed as Commercial) (1 parcel)

MSA streets proposed for reconstruction as described were originally constructed between 1981 and 1994, and therefore are between 22 and 35 years old. Due to their age, traffic, and other factors, these streets have experienced excessive fatigue cracking, and are at the point where routine maintenance (crack sealing and seal coating) is no longer cost-effective. There are also numerous areas where the existing concrete curb and gutter is cracked, broken, or settled, resulting in a reduced capacity to effectively convey drainage.

The existing water distribution system in the project area consists of a combination of 6 and 8-inch ductile and cast iron pipes that were constructed between 1959 and 1994. An overall review of the watermain break history in each of the project segments indicates a minimal number of breaks have occurred. Based on recommendations from the 2014 Water System Plan Update, staff recommends upgrading the 6-inch cast iron pipe on 101st Avenue to a 12-inch size. This increased

size will improve water pressure and available fire flows in this portion of the City. The watermain on 121st Avenue and Shenandoah Boulevard has been evaluated to be in good condition throughout those segments, with no documented break locations. The valve and hydrant materials meet current city specifications, therefore only plugged hydrants located within those segments of the project will be recommended for replacement.

The sanitary sewer system in the project area consists of 8-inch PVC and Lined VCP pipe, and is considered to be in good condition. Closed circuit televising of all the sanitary sewer within the proposed project has been completed, and revealed that the sewer pipe is sound with no significant sagging of the lines, standing water, or joint separation issues. The manholes are precast concrete structures, and have been found to be generally in good condition with no sign of groundwater seeping into the system.

There is minimal storm sewer located within the project area. City staff will address any locations of inadequate drainage capacity, as well as areas that experience localized flooding with the project. The storm sewer pipe is considered to be in good condition. Periodic storm sewer manhole replacements will take place throughout the project area.

PROPOSED IMPROVEMENTS

Streets within the project area are proposed to be reconstructed by reclaiming the existing bituminous pavement and gravel base, re-compacting the reclaimed material, disposing of excess reclaimed material, and resurfacing the streets with new bituminous pavement. There may be areas where subgrade corrections are needed, due to the presence of soft or unsuitable soils. In addition, removal and replacement of existing concrete curb and gutter that is in poor condition (cracked, broken, settled) or that does not drain properly, is proposed. In the event that existing curb returns are being removed, new pedestrian curb ramps will be installed with existing sidewalk (as needed) to comply with the Americans with Disabilities Act (ADA) requirements.

Sanitary sewer manholes, storm sewer manholes and catch basins will be repaired, replaced or adjusted as needed before the streets are repaved. Extension of storm sewer pipe will be considered during project design and construction, and as existing conditions allow.

Fire hydrants and valves will be replaced as necessary on each of the project roadway segments. The 6-inch cast iron pipe on 101st Avenue is proposed to be replaced with a 12-inch PVC watermain pipe. Boulevard trees will be trimmed this winter to clear the streets of low hanging branches. All street name signs and other street signs will be replaced with new signs and posts. All new street name signs will have larger lettering consistent with the current City logo.

MAINTENANCE IMPACT

The streets proposed for reconstruction have deteriorated extensively, and will require increased maintenance if they are not repaved soon. Seal coating is no longer effective for the streets, due to the excessive cracking that has occurred. It becomes cost-prohibitive to maintain street surfaces that are as badly cracked as exists on these streets. Once an MSA street is reconstructed, the first crack sealing and seal coating application should be performed within five years or less to preserve

the new bituminous pavement. Subsequent crack sealing and seal coating applications will then occur every seven years. With periodic maintenance, the street surfacing should not require replacement for at least 34 years.

New watermain valve boxes, new storm water inlet castings and structures, and new adjusting rings on sanitary sewer manholes will be installed as needed with the project, preserving the existing utility infrastructure and reducing the need for future maintenance.

ESTIMATED COST/FINANCING

The total estimated cost for the project is \$2,107,473.41. The estimated cost to replace the watermain on 101st Avenue, as well as selectively replace hydrants and valves throughout the rest of the project, is \$131,040.00. Tree trimming costs are approximately \$10,000.00, and will be paid for from Street Reconstruction funds. Storm sewer repair costs are estimated to be \$110,943.45, and sanitary sewer repair costs are estimated to be \$110,652.43. The estimated prices as listed in the preceding paragraphs include engineering time for design and construction inspection.

The City would finance the project with Municipal State Aid funding, and also assess a portion of the cost to the adjacent benefiting properties. Project costs that are not MSA eligible would be financed from a combination of Street Reconstruction (797), Storm Water Utility (640), Water System Maintenance (601), and Sanitary Sewer Maintenance (620) funds.

Project funding for the project is summarized below:

Municipal State Aid (MSA) Fund	\$1,605,058.15
Street Reconstruction Fund	\$10,000.00
Storm Water Utility Fund	\$110,943.45
Water System Maintenance Fund	\$131,040.00
Sanitary Sewer Maintenance Fund	\$110,652.43
Proposed Amount to be Assessed	\$139,779.38
Total Estimated Project Cost	\$2,107,473.41

PROJECT TIMETABLE

December 14, 2016	Staff conducts 1st neighborhood meeting for residents
December 20, 2016	Council accepts feasibility report, orders a public hearing, and sets an assessment hearing date
January 9, 2017	Staff conducts 2nd neighborhood meeting for residents
February 21, 2017	Council holds the public hearing and assessment hearing and orders the project. Council approves plans and specs and orders ad for bids.

May 2, 2017 -- Council adopts the assessments and awards contract for

construction

May – Oct. 2017 -- Project Construction

Note - Assessments are proposed to be adopted by Council on May 2nd rather than on February 21st when the assessment hearing is held. This allows a construction contract to be awarded, signifying the Council's intent to proceed with project construction, and to incur costs for the project prior to assessments being levied. Upon adoption of the assessments, residents would have 30 days to pay off the assessment without incurring interest charges.

PROPOSED ASSESSMENTS

In 1997, assessment rates were established as part of the City's policy for financing street reconstruction. Under the policy, rates are to be updated annually, using the Construction Cost Index (CCI). Assessment rates for 2017 have been increased by 0.40% from the 2016 rates, reflecting an increase in the CCI.

The rates to be used for 2017 are as follows--

Single-family lot \$1,843.08 per lot (CCI factor results in increase of \$7.63

from 2016)

Residential (higher density

\$23.04 per front-foot or average width

lots including duplex units)

Office and Commercial \$46.07 per front foot or average width (double residential

rate per policy)

Industrial \$59.89 per front foot or average width (30% higher than

Office/Commercial rate per policy)

Assessments would be spread over a 10-year period with an estimated interest rate of 2.86% and the first installment would be due in 2018. Property owners would have the option of paying their entire assessment within 30 days following Council adoption of the assessments, and would incur no interest charges. Payments made after the 30-day period would also require payment of any interest charges accrued up to the time payment is made. If the assessment were paid as part of the property tax statement, the annual cost for a single-family home would be approximately \$200 per year for the 10-year period.

A copy of the proposed assessment roll is available in the Assistant City Engineer's office, as well as in the City Clerk's office.

PROJECT FEASIBILITY

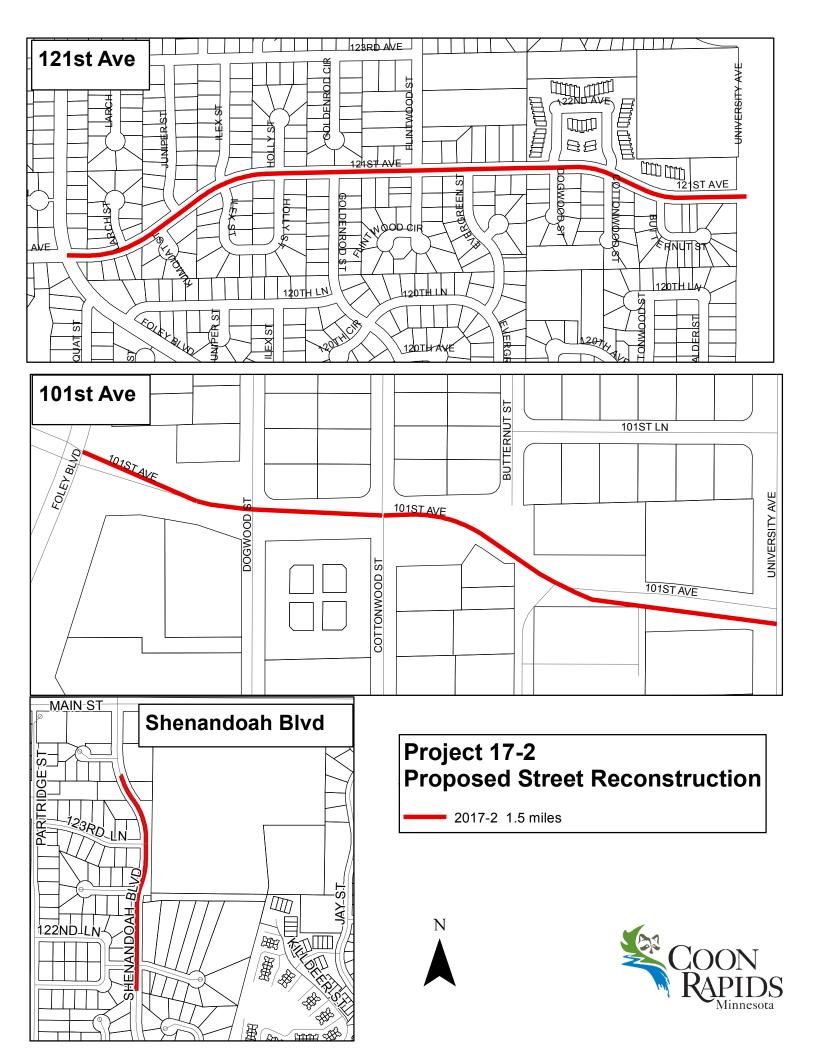
The proposed project is necessary for the City to keep the streets in the project area in a safe and drivable condition. The project is cost effective and is technically feasible to construct. An independent appraiser was retained in 2014 to review the "benefit" to the properties for work similar to what is proposed with this project. The appraiser's report indicated that the "...assessments planned by the City do appear to be fair and reasonable, similar to, and possibly less, than what other area cities are doing, and are not higher than the benefit resulting from the renewed streets, in the form of the property value increase." Therefore, the project is also economically feasible.

CONCLUSIONS AND RECOMMENDATION

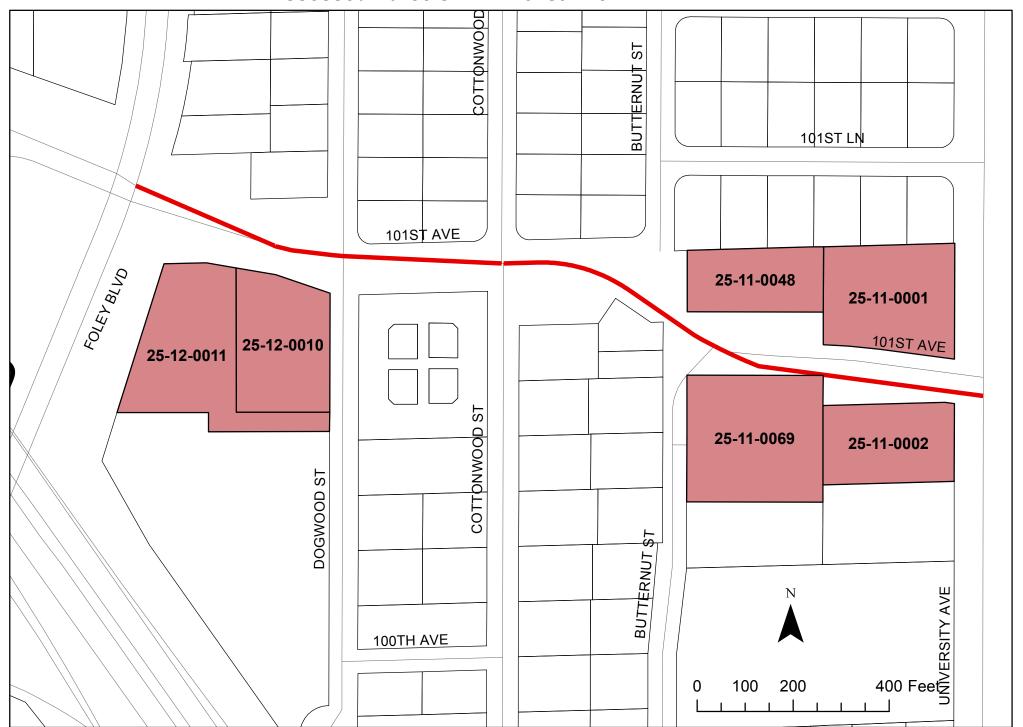
As part of its 2017 Street Reconstruction Program, the City is proposing to reconstruct approximately 1.5 miles of Municipal State Aid streets with this project. A majority of the project costs would be paid for by the City's Municipal State Aid fund, which comes from the City's share of the Minnesota State gas tax revenue.

In addition, a portion of the project cost would be recovered through assessments to the benefiting property owners, in accordance with the Street Reconstruction Policy approved by Council in 2006 and updated in 2015. Property owners were notified of the project and of the proposed assessment rates by letter in early December 2016. The first informational meeting for this project was held on December 14 where staff heard concerns, listened to suggestions, and answered questions that residents had regarding the project. A second informational meeting will be held on January 9, 2017. Council will be requested to schedule both the public hearing and assessment hearing for February 21, 2017.

It is recommended that Council accept this feasibility report, order a public hearing on the project, and order a hearing on the proposed assessments by adopting the resolutions included with this report.

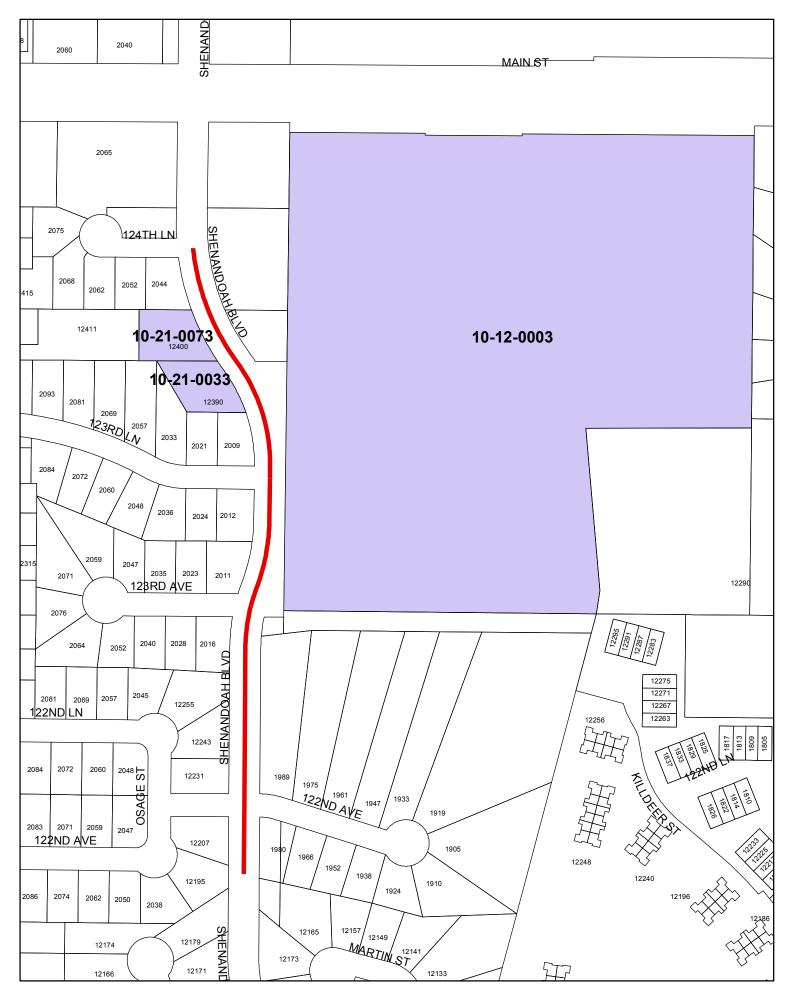


Assessed Parcels 17-2 101st Ave





Assessed Parcels 17-2 Shenandoah Blvd



RESOLUTION NO. 17-2(4)

(4) RESOLUTION ACCEPTING FEASIBILITY REPORT AND ORDERING PUBLIC HEARING ON IMPROVEMENT

WHEREAS, pursuant to resolution of the Council adopted on the 15th day of November, 2016, a report has been prepared by the City Engineering Division with reference to the improvement of the following State Aid streets:

- 101st Avenue from Foley Boulevard to University Avenue (SAP 114-128-005)
- 121st Avenue from Foley Boulevard to University Avenue (SAP 114-102-018)
- Shenandoah Boulevard from 122nd Avenue to 124th Lane (SAP 114-129-012)

by street reconstruction, and this report was received by the Council on the 20th day of December, 2016; and

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost effective, and feasible,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota:

- 1. The Council will consider such improvement in accordance with the report and the assessment of benefitting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Sections 429.011 to 429.111, at an estimated total cost of the improvement of \$2,107,473.41.
- 2. A public hearing shall be held on such proposed improvement on the 21st day of February, 2017 in the Council Chambers of the City Hall at 7:00 p.m., and the Clerk shall give mailed and published notice of such hearing and improvement as required by law.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

Adopted this 20th day of December, 2016.

RESOLUTION NO. 17-2(10)

(10) RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLL

WHEREAS, a contract is proposed to be let for the improvement of the following State Aid streets:

- 101st Avenue from Foley Boulevard to University Avenue (SAP 114-128-005)
- 121st Avenue from Foley Boulevard to University Avenue (SAP 114-102-018)
- Shenandoah Boulevard from 122nd Avenue to 124th Lane (SAP 114-129-012)

by street reconstruction and the contract price for such improvement is estimated to be \$1,685,978.73 and the expenses incurred or to be incurred in the making of said improvement are estimated to be \$421,494.68, so that the total cost of the improvement is estimated to be \$2,107,473.41 and of this cost the City will pay \$1,967,694.03 as its share of the cost; and

WHEREAS, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

WHEREAS, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COON RAPIDS, MINNESOTA:

- 1. The cost of such improvement to be specially assessed is hereby declared to be \$139,779.38.
- 2. The City Clerk, with the assistance of the City Engineer shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and the City Engineer shall file a copy of such proposed assessment in his office for public inspection.
- 3. The Clerk shall, upon the completion of such proposed assessment, notify the Council thereof.

Jerry Koch, Mayor

Adopted this 20th day of December, 2016.	

RESOLUTION NO. 17-2(11)

(11) RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT ROLL

WHEREAS, per a Resolution passed by the Council on the 20th day of December, 2016, the City Clerk was directed to prepare a proposed assessment of the cost of improving the following State Aid streets:

- 101st Avenue from Foley Boulevard to University Avenue (SAP 114-128-005)
- 121st Avenue from Foley Boulevard to University Avenue (SAP 114-102-018)
- Shenandoah Boulevard from 122nd Avenue to 124th Lane (SAP 114-129-012)

by street reconstruction; and

Adopted this 20th day of December, 2016.

WHEREAS, the Clerk will give a minimum of 14 days written notice to the Council and all benefitted property owners described in the assessment roll that such proposed assessment has been completed and filed in the Clerk's office for public inspection,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COON RAPIDS, MINNESOTA:

- 1. A hearing shall be held on the 21st day of February, 2017, in the City Hall at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
- 2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official paper at least 2 weeks prior to the hearing.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular 19.

Meeting Date: 12/20/2016

Subject: Accept Feasibility and Order Public Hearing and Assessment Hearing for Street

Reconstruction - Project 17-3

Submitted For: Mark Hansen, Assistant City Engineer

From: Sarah Greene, Administrative Assistant II

INTRODUCTION

The City Engineering Division is recommending the reconstruction of approximately 3 miles of residential streets under project 17-3. Staff has prepared a feasibility report for the proposed improvements. Council is being requested to accept the report, and to order the public improvement hearing and the assessment hearing for the project, both proposed to be held on February 21, 2017.

DISCUSSION

Council ordered the preparation of a feasibility report for the proposed project on November 15, 2016. Streets included in the scope of the project are as shown on the attached project location map. The project includes street segments proposed for rehabilitation via full depth reclamation (reconstruction) methods.

Proposed improvements include the reclamation of the existing bituminous surface and aggregate base, removal and replacement of damaged curb and gutter, sidewalk and pedestrian curb ramp improvements in accordance with ADA requirements, select watermain pipe valve and hydrant replacements, and repairs or replacements to the existing storm sewer and sanitary sewer as needed.

City assessment policy calls for assessing properties benefiting from the proposed improvements. The proposed reconstruction assessment rates are \$1,843.08 for single family residential property, \$23.04 per front foot for multi-family residential property, \$46.07 per front foot for commercial property, and \$59.89 per front foot for industrial property. These rates were determined consistent with City policy, with 2016 rates adjusted by the construction cost index for the Twin Cities metro area. The project includes 287 single family residential properties, and 56 condominium/townhome properties.

The areas of benefit and proposed properties to be assessed are as shown on the attached Assessment Area graphic.

Properties to be assessed were notified of the pending project in early December 2016. An

informational meeting took place on December 19, 2016, with a second one planned for January 12, 2017. Staff listens to concerns and responds to comments at these meetings.

The project is necessary to improve the condition of the streets, is feasible to construct from an engineering standpoint, and is cost effective.

RECOMMENDATION

It is recommended the Council take the following actions:

- a. Adopt Resolution No. 17-3(4) accepting feasibility report and ordering a public hearing on improvement for February 21, 2017.
- b. Adopt Resolution No. 17-3(10) declaring the cost to be assessed and ordering preparation of proposed assessment roll.
- c. Adopt Resolution No. 17-3(11) setting an assessment hearing date for February 21, 2017.

BUDGET IMPACT:

The total estimated cost of the proposed improvement is \$2,098,438.61, with the total amount assessed of \$582,445.67.

The balance of the project cost would be recovered from various funds as follows:

\$1,320,358.14 from the Street Reconstruction Fund (797).

\$85,635.33 from the Storm Water Utility Fund (640) recovered through storm drainage charges.

\$39,740.82 from the Water System Maintenance Fund (601) recovered through charges for water used.

\$70,258.65 from the Sanitary Sewer Maintenance Fund (620) recovered through sanitary sewer maintenance charges.

Attachments

Project 17-3 Feasibility Report Project Location Map Assessed Parcels Graphic Resolution 17-3(4) Resolution 17-3(10) Resolution 17-3(11)

Feasibility Report

PROJECT 17-3

Street Reconstruction

Residential Streets within the Burl Oaks
Development Area

December 14, 2016

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Mark C. Hansen, PE, Asst. City Engineer License No. 43920 Date: 12/14/16

M. C.A.



Prepared By: CITY OF COON RAPIDS ENGINEERING DIVISION

PROJECT HISTORY

In 1994, the City began a street reconstruction program to replace its aging street infrastructure. Since that time, more than 113 miles of the City's 220 mile street system have been reconstructed. In 1997, the City implemented a policy for assessing a portion of the cost of street reconstruction to properties benefitting from the improvements.

In the spring of 2016, staff completed a pavement condition rating evaluation of City streets. The evaluation identified nearly 34 miles of City streets in poor or very poor condition. Streets that are recommended for improvement as part of the 2017 Street Reconstruction projects were again reviewed in the fall of 2016 to verify the final program. Based on discussions with the City Council, the 2017 program was developed and presented at the October 18, 2016 work session. Subsequently, at the recommendation of City staff, Council ordered preparation of a feasibility report on November 15, 2016.

This feasibility report is for reconstruction of residential streets located within the Burl Oaks development area. This project area includes the reconstruction of approximately 3 miles of residential streets.

PROJECT AREA CHARACTERISTICS / EXISTING CONDITIONS

The overall project area is illustrated on the **Project Location Map**. Streets proposed for reconstruction included in the scope of this report are as follows:

- 1. Butternut Street from 121st Avenue to cul-de-sac
- 2. Cottonwood Street from 121st Avenue to cul-de-sac
- 3. Cottonwood Street from 121st Avenue to 122nd Avenue
- 4. Dogwood Street from 121st Avenue to cul-de-sac
- 5. Dogwood Street from 121st Avenue to 122nd Avenue
- 6. 122nd Ave from Cottonwood Street to Dogwood Street
- 7. Flintwood Circle/Street from 121st Avenue to cul-de-sac
- 8. Goldenrod Circle from 123rd Avenue to cul-de-sac
- 9. Holly Street from Ilex Street to 121st Avenue
- 10. Holly Street from 121st Avenue to cul-de-sac
- 11. Holly Street from 123rd Avenue to cul-de-sac
- 12. Ilex Street from Foley Boulevard to 120th Lane
- 13. Ilex Street from Holly Street to 121st Avenue
- 14. Ilex Street from 121st Avenue to 123rd Avenue
- 15. Juniper Street from 120th Lane to cul-de-sac
- 16. Juniper Street from 121st Avenue to 123rd Avenue
- 17. Kumquat from 121st Avenue to cul-de-sac
- 18. Larch Street from 121st Avenue to cul-de-sac
- 19. Larch Circle from 123rd Avenue to cul-de-sac
- 20. 120th Lane from Foley Boulevard to Goldenrod Street
- 21. 123rd Avenue from West of Olive Street to Flintwood Street
- 22. Magnolia Street from Norway Street to 121st Avenue

- 23. Norway Street from Magnolia Street to 121st Avenue
- 24. Norway Street from 121st Avenue to cul-de-sac

Land uses within the project area include the following:

- Single family residential (287 parcels)
- Condominiums/Townhomes (56 parcels)

Residential streets in the areas proposed for reconstruction as described above were originally constructed between 1973 and 1984, and therefore are between 32 and 43 years old. Because of their age, these streets have experienced excessive fatigue cracking, and are at the point where routine maintenance (crack sealing and seal coating) is no longer cost-effective. There are also numerous areas where the existing concrete curb and gutter is cracked, broken, or settled, resulting in a reduced capacity to effectively convey drainage.

The existing water distribution system consists of 6-inch ductile iron pipe and cast iron pipe. The watermain pipe located throughout the project area was constructed at the same time as the original streets. The age of the ductile iron pipe ranges between 32 and 37 years old, and the age of the cast iron pipe is 43 years old. The watermain has been evaluated to be in good condition throughout the project, with only a few documented break locations. The valve and hydrant materials meet current city specifications. Only plugged hydrants located within the project will be recommended for replacement.

The sanitary sewer system in the majority of the project area consists of 8-inch PVC pipe, and is considered to be in good condition. Closed circuit televising of all the sanitary sewer within the proposed project has been completed, and revealed that the sewer pipe is sound with no significant sagging of the lines, standing water, or joint separation issues. The manholes are precast concrete structures, and have been found to be generally in good condition with no sign of groundwater seeping into the system.

There is minimal storm sewer located within the project area. City staff will address any locations of inadequate drainage capacity, as well as areas that experience localized flooding with the project. The storm sewer pipe is considered to be in good condition. Periodic storm sewer manhole replacements will take place throughout the project area.

PROPOSED IMPROVEMENTS

Streets within the project area are proposed to be reconstructed by reclaiming the existing bituminous pavement and gravel base, re-compacting the reclaimed material, disposing of excess reclaimed material, and resurfacing the streets with new bituminous pavement. There may be areas where subgrade corrections are needed, due to the presence of soft or unsuitable soils. In addition, removal and replacement of existing concrete curb and gutter that is in poor condition (cracked, broken, settled) or that does not drain properly, is proposed. In the event that existing curb returns are being removed, new pedestrian curb ramps will be installed with existing sidewalk (as needed) to comply with the Americans with Disabilities Act (ADA) requirements.

Sanitary sewer manholes, storm sewer manholes and catch basins will be repaired, replaced or

adjusted as needed before the street is repaved.

Fire hydrants and valves throughout the project area already meet current City standards. Only plugged hydrants that exist in locations of high groundwater elevations are proposed to be replaced. Valve and hydrant replacements that do take place as part of the project will be completed using stainless steel nuts and bolts to minimize the risk of corrosion and leaking.

Boulevard trees will be trimmed this winter to clear the streets of low hanging branches. All street name signs and other street signs will be replaced with new signs and posts. All new street name signs will have lettering consistent with the current City logo.

MAINTENANCE IMPACT

The streets proposed for reconstruction have deteriorated extensively and would require increased maintenance if they are not repaved soon. Seal coating is no longer effective for the streets, due to the excessive cracking that has occurred. It becomes cost-prohibitive to maintain street surfaces that are as badly cracked as exists on these streets.

Once the streets are repaved, the first crack sealing and seal coating application should be performed within 4 years to preserve the new bituminous pavement. Subsequent crack sealing and seal coating applications will then occur every 7 years. With periodic maintenance, the street surfacing should not require replacement for at least 35 years.

New watermain valve boxes, new storm water inlet castings and structures, and new adjusting rings on sanitary sewer manholes will be installed as needed with the project, preserving the existing utility infrastructure and reducing the need for future maintenance.

ESTIMATED COST/FINANCING

The total estimated cost of the street reconstruction project is \$2,098,438.61.

The Public Works Department has requested that plugged fire hydrants be replaced with new fire hydrants as part of this street reconstruction project, and that watermain valves be repaired or replaced as needed. The estimated cost to replace plugged fire hydrants, and to repair or replace watermain valves is \$39,740.82. Tree trimming costs are approximately \$10,000, and will be paid from Street Reconstruction funds. Storm sewer repair costs are estimated to be \$85,635.33. The estimated prices as listed in the preceding paragraphs include engineering staff time for the design and construction inspection.

The City would finance the project and assess a portion of the cost to the adjacent benefiting properties. The City's policy goal is to assess approximately 50% of street reconstruction costs to benefiting properties. The City would initially pay for the cost of the project from a combination of Street Reconstruction (797), Storm Water Utility (640), Water System Maintenance (601), and Sanitary Sewer Maintenance (620) funds. Project funding is summarized below:

Street Reconstruction Fund	\$1,320,358.14
Storm Water Utility Fund	\$85,635.33
Water System Maintenance Fund	\$39,740.82
Sanitary Sewer Maintenance Fund	\$70,258.65
Proposed Amount to be Assessed	\$582,445.67
Total Estimated Project Cost	\$2,098,438.61

The City's share of approximately \$1,320,358.14 that is for street work would result in an annual tax levy of approximately \$162,481.00 if bonds are sold and paid for over a 10-year period beginning in 2017. The assessed share of the total project cost is approximately 20% for this project, due to the number and orientation of properties that can be assessed within the project limits.

PROJECT TIMETABLE

December 19, 2016	Staff conducts 1st neighborhood meeting for residents
December 20, 2016	Council accepts feasibility report, orders a public hearing, and sets an assessment hearing date
January 12, 2017	Staff conducts 2nd neighborhood meeting for residents
February 21, 2017	Council holds the public hearing and assessment hearing and orders the project. Council approves plans and specs and orders ad for bids.
May 2, 2017	Council adopts the assessments and awards contract for construction
May – Oct. 2017	Project Construction

Note - Assessments are proposed to be adopted by Council on May 2nd rather than on February 21st when the assessment hearing is held. This allows a construction contract to be awarded, signifying the Council's intent to proceed with project construction, and to incur costs for the project prior to assessments being levied. Upon adoption of the assessments, residents would have 30 days to pay off the assessment without incurring interest charges.

PROPOSED ASSESSMENTS

In 1997, assessment rates were established as part of the City's policy for financing street reconstruction. Under the policy, rates are to be updated annually, using the Construction Cost Index (CCI). Assessment rates for 2017 have been increased by 0.40% from the 2016 rates, reflecting an increase in the CCI.

The rates to be used for 2017 are as follows--

Single-family lot \$1,843.08 per lot (CCI factor results in increase of \$7.63

from 2016)

Residential (higher density

lots including duplex units)

\$23.04 per front-foot or average width

Office and Commercial \$46.07 per front foot or average width (double residential

rate per policy)

Industrial \$59.89 per front foot or average width (30% higher than

Office/Commercial rate per policy)

Assessments would be spread over a 10-year period with an estimated interest rate of 2.86% and the first installment would be due in 2018. Properties, such as condos, with smaller amount assessments would be assessed over 3 years with an estimated interest rate of 1.97%. Property owners would have the option of paying their entire assessment within 30 days following Council adoption of the assessments, and would incur no interest charges. Payments made after the 30-day period would also require payment of any interest charges accrued up to the time payment is made. If the assessment were paid as part of the property tax statement, the annual cost for a single-family home would be approximately \$200 per year for the 10-year period.

A copy of the proposed assessment roll is available in the Assistant City Engineer's office, as well as in the City Clerk's office.

PROJECT FEASIBILITY

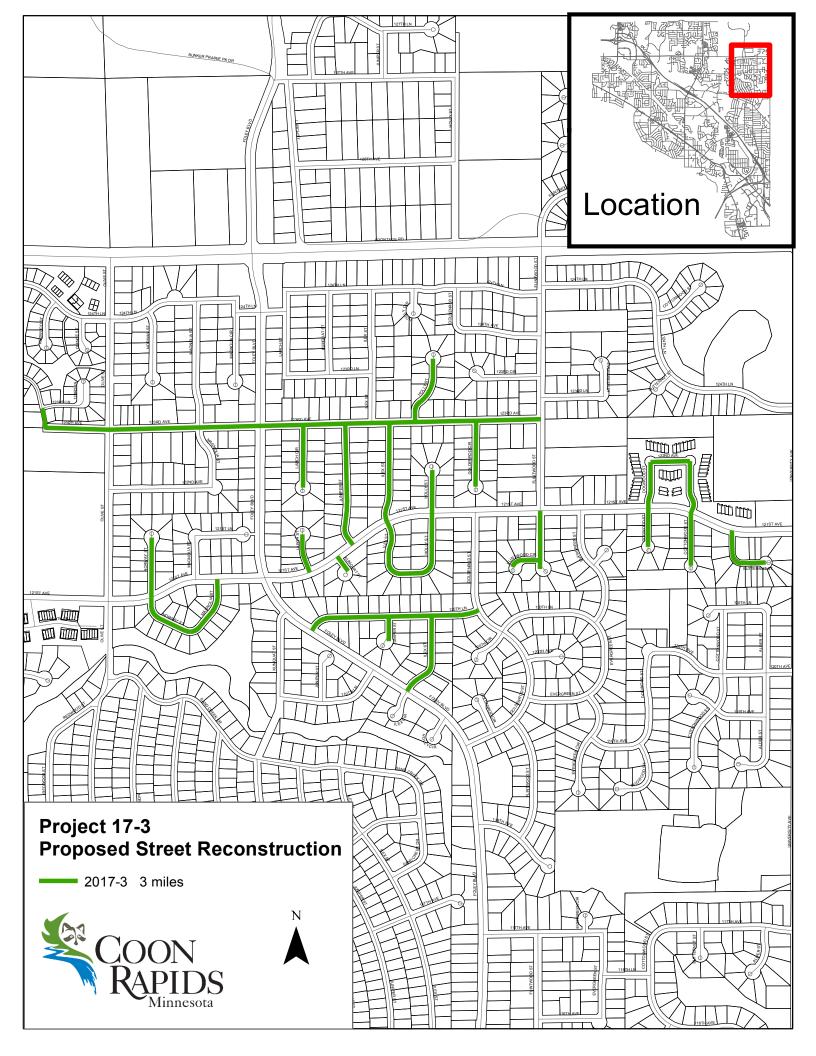
The proposed project is necessary for the City to keep the streets in the project area in a safe and drivable condition. The project is cost effective and is technically feasible to construct. An independent appraiser was retained in 2014 to review the "benefit" to the properties for work similar to what is proposed with this project. The appraiser's report indicated that the "...assessments planned by the City do appear to be fair and reasonable, similar to, and possibly less, than what other area cities are doing, and are not higher than the benefit resulting from the renewed streets, in the form of the property value increase." Therefore, the project is also economically feasible.

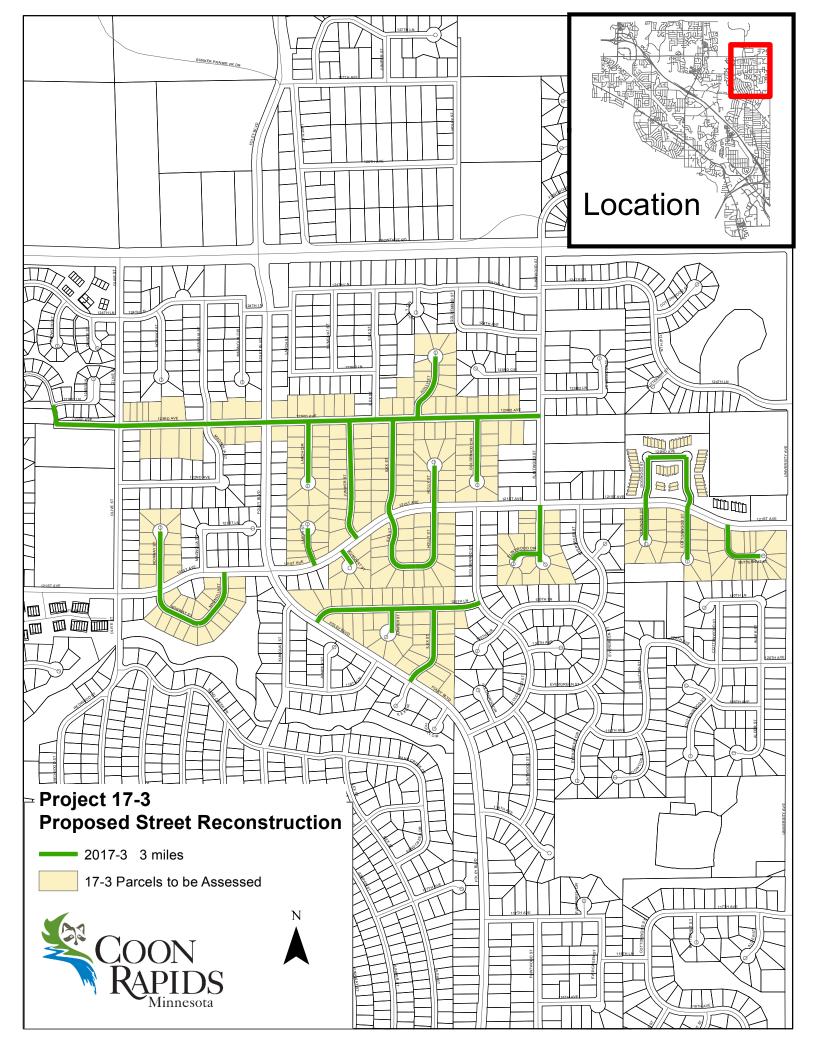
CONCLUSIONS AND RECOMMENDATION

As part of its 2017 Street Reconstruction Program, the City is proposing to reconstruct approximately 3 miles of residential streets with this project. A majority of the project cost would be paid for by the City, and a portion of the project cost would be recovered through assessments to benefiting property owners, in accordance with the Street Reconstruction Policy approved by Council in 2006 and updated in 2015. Property owners were notified of the project and of the proposed assessment rates by letter in early December 2016. The first informational meeting for this project was held on December 19 where staff heard concerns, listened to suggestions, and

answered questions that residents had regarding the project. A second informational meeting will be held on January 12, 2017. Council will be requested to schedule both the public hearing and assessment hearing for February 21, 2017.

It is recommended that Council accept this feasibility report, order a public hearing on the project, and order a hearing on the proposed assessments by adopting the resolutions included with this report.





RESOLUTION NO. 17-3(4)

(4) RESOLUTION ACCEPTING FEASIBILITY REPORT AND ORDERING PUBLIC HEARING ON IMPROVEMENT

WHEREAS, pursuant to resolution of the Council adopted on the 15th day of November, 2016, a report has been prepared by the City Engineering Division with reference to the improvement of the following residential streets:

- Butternut Street from 121st Avenue to cul-de-sac
- Cottonwood Street from 121st Avenue to cul-de-sac
- Cottonwood Street from 121st Avenue to 122nd Avenue
- Dogwood Street from 121st Avenue to cul-de-sac
- Dogwood Street from 121st Avenue to 122nd Avenue
- 122nd Avenue from Cottonwood Street to Dogwood Street
- Flintwood Circle/Street from 121st Avenue to cul-de-sac
- Goldenrod Circle from 123rd Avenue to cul-de-sac
- Holly Street from Ilex Street to 121st Avenue
- Holly Street from 121st Avenue to cul-de-sac
- Holly Street from 123rd Avenue to cul-de-sac
- Ilex Street from Foley Boulevard to 120th Lane
- Ilex Street from Holly Street to 121st Avenue
- Ilex Street from 121st Avenue to 123rd Avenue
- Juniper Street from 120th Lane to cul-de-sac
- Juniper Street from 121st Avenue to 123rd Avenue
- Kumquat Street from 121st Avenue to cul-de-sac
- Larch Street from 121st Avenue to cul-de-sac
- Larch Circle from 123rd Avenue to cul-de-sac
- 120th Lane from Foley Boulevard to Goldenrod Street
- 123rd Avenue from west of Olive Street to Flintwood Street
- Magnolia Street from Norway Street to 121st Avenue
- Norway Street from Magnolia Street to 121st Avenue
- Norway Street from 121st Avenue to cul-de-sac

by street reconstruction, and this report was received by the Council on the 20th day of December, 2016; and

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost effective, and feasible,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota:

1. The Council will consider such improvement in accordance with the report and the assessment of benefitting property for all or a portion of the cost of the improvement

pursuant to Minnesota Statutes, Sections 429.011 to 429.111, at an estimated total cost of the improvement of \$2,098,438.61.

2. A public hearing shall be held on such proposed improvement on the 21st day of February, 2017 in the Council Chambers of the City Hall at 7:00 p.m., and the Clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted this 20th day of December, 2016.		
ATTEST:	Jerry Koch, Mayor	
Joan Lenzmeier, City Clerk		

RESOLUTION NO. 17-3(10)

(10) RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLL

WHEREAS, a contract is proposed to be let for the improvement of the following residential streets:

- Butternut Street from 121st Avenue to cul-de-sac
- Cottonwood Street from 121st Avenue to cul-de-sac
- Cottonwood Street from 121st Avenue to 122nd Avenue
- Dogwood Street from 121st Avenue to cul-de-sac
- Dogwood Street from 121st Avenue to 122nd Avenue
- 122nd Avenue from Cottonwood Street to Dogwood Street
- Flintwood Circle/Street from 121st Avenue to cul-de-sac
- Goldenrod Circle from 123rd Avenue to cul-de-sac
- Holly Street from Ilex Street to 121st Avenue
- Holly Street from 121st Avenue to cul-de-sac
- Holly Street from 123rd Avenue to cul-de-sac
- Ilex Street from Foley Boulevard to 120th Lane
- Ilex Street from Holly Street to 121st Avenue
- Ilex Street from 121st Avenue to 123rd Avenue
- Juniper Street from 120th Lane to cul-de-sac
- Juniper Street from 121st Avenue to 123rd Avenue
- Kumquat Street from 121st Avenue to cul-de-sac
- Larch Street from 121st Avenue to cul-de-sac
- Larch Circle from 123rd Avenue to cul-de-sac
- 120th Lane from Foley Boulevard to Goldenrod Street
- 123rd Avenue from west of Olive Street to Flintwood Street
- Magnolia Street from Norway Street to 121st Avenue
- Norway Street from Magnolia Street to 121st Avenue
- Norway Street from 121st Avenue to cul-de-sac

by street reconstruction and the contract price for such improvement is estimated to be \$1,678,750.89 and the expenses incurred or to be incurred in the making of said improvement are estimated to be \$419,687.72, so that the total cost of the improvement is estimated to be \$2,098,438.61 and of this cost the City will pay \$1,515,992.94 as its share of the cost; and

WHEREAS, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

WHEREAS, this declaration is made pursuant to Section 1.103-18 of the Income Tax

Regulations of the Internal Revenue Service.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COON RAPIDS, MINNESOTA:

- 1. The cost of such improvement to be specially assessed is hereby declared to be \$582,445.67.
- 2. The City Clerk, with the assistance of the City Engineer shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and the City Engineer shall file a copy of such proposed assessment in his office for public inspection.
- 3. The Clerk shall, upon the completion of such proposed assessment, notify the Council thereof.

Adopted this 20th day of December, 2016.		
ATTEST:	Jerry Koch, Mayor	
Joan Lenzmeier, City Clerk		

RESOLUTION NO. 17-3(11)

(11) RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT ROLL

WHEREAS, per a Resolution passed by the Council on the 20th day of December, 2016, the City Clerk was directed to prepare a proposed assessment of the cost of improving the following residential streets:

- Butternut Street from 121st Avenue to cul-de-sac
- Cottonwood Street from 121st Avenue to cul-de-sac
- Cottonwood Street from 121st Avenue to 122nd Avenue
- Dogwood Street from 121st Avenue to cul-de-sac
- Dogwood Street from 121st Avenue to 122nd Avenue
- 122nd Avenue from Cottonwood Street to Dogwood Street
- Flintwood Circle/Street from 121st Avenue to cul-de-sac
- Goldenrod Circle from 123rd Avenue to cul-de-sac
- Holly Street from Ilex Street to 121st Avenue
- Holly Street from 121st Avenue to cul-de-sac
- Holly Street from 123rd Avenue to cul-de-sac
- Ilex Street from Foley Boulevard to 120th Lane
- Ilex Street from Holly Street to 121st Avenue
- Ilex Street from 121st Avenue to 123rd Avenue
- Juniper Street from 120th Lane to cul-de-sac
- Juniper Street from 121st Avenue to 123rd Avenue
- Kumquat Street from 121st Avenue to cul-de-sac
- Larch Street from 121st Avenue to cul-de-sac
- Larch Circle from 123rd Avenue to cul-de-sac
- 120th Lane from Foley Boulevard to Goldenrod Street
- 123rd Avenue from west of Olive Street to Flintwood Street
- Magnolia Street from Norway Street to 121st Avenue
- Norway Street from Magnolia Street to 121st Avenue
- Norway Street from 121st Avenue to cul-de-sac

by street reconstruction; and

WHEREAS, the Clerk will give a minimum of 14 days written notice to the Council and all benefitted property owners described in the assessment roll that such proposed assessment has been completed and filed in the Clerk's office for public inspection,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COON RAPIDS, MINNESOTA:

1. A hearing shall be held on the 21st day of February, 2017, in the City Hall at 7:00 p.m.

to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official paper at least 2 weeks prior to the hearing.

Adopted this 20th day of December, 2016.		
	Jerry Koch, Mayor	
ATTEST:		
Joan Lenzmeier, City Clerk		



City Council Regular 20.

Meeting Date: 12/20/2016

Subject: Accept Feasibility and Order Public Hearing and Assessment Hearing for Street

Reconstruction - Project 17-4

Submitted For: Mark Hansen, Assistant City Engineer

From: Sarah Greene, Administrative Assistant II

INTRODUCTION

The City Engineering Division is recommending the reconstruction of approximately 2.9 miles of residential streets under project 17-4. Staff has prepared a feasibility report for the proposed improvements. Council is being requested to accept the report, and to order the public improvement hearing and the assessment hearing for the project, both proposed to be held on February 21, 2017.

DISCUSSION

Council ordered the preparation of a feasibility report for the proposed project on November 15, 2016. Streets included in the scope of the project are as shown on the attached project location map. The project includes street segments proposed for rehabilitation via full depth reclamation (reconstruction) methods.

Proposed improvements include the reclamation of the existing bituminous surface and aggregate base, removal and replacement of damaged curb and gutter, sidewalk and pedestrian curb ramp improvements in accordance with ADA requirements, select watermain pipe valve and hydrant replacements, and repairs or replacements to the existing storm sewer and sanitary sewer as needed.

City assessment policy calls for assessing properties benefiting from the proposed improvements. The proposed reconstruction assessment rates are \$1,843.08 for single family residential property, \$23.04 per front foot for multi-family residential property, \$46.07 per front foot for commercial property, and \$59.89 per front foot for industrial property. These rates were determined consistent with City policy, with 2016 rates adjusted by the construction cost index for the Twin Cities metro area. The project includes 292 single family residential properties, 20 townhome/condominium properties, two apartment properties, six commercial properties, and six government/institutional properties.

The areas of benefit and proposed properties to be assessed are as shown on the attached Assessment Area graphic.

Properties to be assessed were notified of the pending project in early December 2016. An informational meeting took place on December 19, with a second one planned for January 12, 2017. Staff listens to concerns and responds to comments at these meetings.

The project is necessary to improve the condition of the streets, is feasible to construct from an engineering standpoint, and is cost effective.

RECOMMENDATION

It is recommended the Council take the following actions:

- a. Adopt Resolution No. 17-4(4) accepting feasibility report and ordering a public hearing on improvement for February 21, 2017.
- b. Adopt Resolution No. 17-4(10) declaring the cost to be assessed and ordering preparation of proposed assessment roll.
- c. Adopt Resolution No. 17-4(11) setting an assessment hearing date for February 21, 2017.

BUDGET IMPACT:

The total estimated cost of the proposed improvement is \$2,107,696.01, with the total amount assessed of \$468,833.32.

The balance of the project cost would be recovered from various funds as follows:

\$1,334,500.67 from the Street Reconstruction Fund (797).

\$82,780.82 from the Storm Water Utility Fund (640) recovered through storm drainage charges.

\$153,664.50 from the Water System Maintenance Fund (601) recovered through charges for water used.

\$67,916.70 from the Sanitary Sewer Maintenance Fund (620) recovered through sanitary sewer maintenance charges.

Attachments

Project 17-4 Feasibility Report

Project Location Map - North Segments

Project Location Map - South Segments

Assessed Parcel Graphic - North Segments

Assessed Parcel Graphic - South Segments

Resolution 17-4(4)

Resolution 17-4(10)

Resolution 17-4(11)

Feasibility Report

PROJECT 17-4

Street Reconstruction

Various Residential Streets located throughout the City of Coon Rapids

December 14, 2016

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Mark C. Hansen, PE, Asst. City Engineer License No. 43920 Date: 12/14/16

M. C.A.



Prepared By: CITY OF COON RAPIDS ENGINEERING DIVISION

PROJECT HISTORY

In 1994, the City began a street reconstruction program to replace its aging street infrastructure. Since that time, more than 113 miles of the City's 220 mile street system have been reconstructed. In 1997, the City implemented a policy for assessing a portion of the cost of street reconstruction to properties benefitting from the improvements.

In the spring of 2016, staff completed a pavement condition rating evaluation of City streets. The evaluation identified nearly 34 miles of City streets in poor or very poor condition. Streets that are recommended for improvement as part of the 2017 Street Reconstruction projects were again reviewed in the fall of 2016 to verify the final program. Based on discussions with the City Council, the 2017 program was developed and presented at the October 18, 2016 work session. Subsequently, at the recommendation of City staff, Council ordered preparation of a feasibility report on November 15, 2016.

This feasibility report is for the reconstruction of various residential streets located throughout the City of Coon Rapids. This project area includes the reconstruction of approximately 2.9 miles of residential streets.

PROJECT AREA CHARACTERISTICS / EXISTING CONDITIONS

The overall project area is illustrated on the **Project Location Maps**. Streets proposed for reconstruction included in the scope of this report are as follows:

- 1. Riverdale Drive from Northdale Boulevard to Round Lake Boulevard
- 2. 133rd Avenue from Crooked Lake Boulevard to Gladiola Street
- 3. Eidelweiss Street from 132nd Avenue to 133rd Avenue
- 4. Flora Street from 132nd Avenue to 133rd Avenue
- 5. Gladiola Street from 132nd Avenue to 133rd Avenue
- 6. 132nd Avenue from Eidelweiss Street to Gladiola Street
- 7. 121st Lane from Crooked Lake Boulevard to east of Ivywood Street
- 8. 121st Lane from Shenandoah Boulevard to Partridge Street
- 9. Osage Street from 121st Lane to cul-de-sac
- 10. Killdeer Street from 128th Avenue to cul-de-sac
- 11. Ibis Street from 129th Lane to 131st Avenue
- 12. 129th Circle from Ibis Street to cul-de-sac
- 13. Grouse Street from 129th Lane to cul-de-sac
- 14. Linnet Circle from Coon Rapids Boulevard Service Road to cul-de-sac
- 15. 93rd Avenue from west of East River Road to cul-de-sac
- 16. 93rd Lane from East River Road to cul-de-sac
- 17. 127th Lane from 127th Avenue to cul-de-sac
- 18. Juniper Street from 127th Avenue to 127th Lane
- 19. 127th Avenue from Larch Street to Holly Street
- 20. Holly Street from 126th Avenue to 127th Avenue
- 21. 126th Avenue from Larch Street to Holly Street

Land uses within the project area include the following:

- Single family residential (292 parcels)
- Condominiums (20 parcels)
- Apartments (2 parcels)
- Commercial Property (6 parcels)
- City Owned Property (6 parcels)

Residential streets in the areas proposed for reconstruction as previously described were originally constructed between 1971 and 1992, and therefore are between 24 and 45 years old. Because of their age, these streets have experienced excessive fatigue cracking, and are at the point where routine maintenance (crack sealing and seal coating) is no longer cost-effective. There are also numerous areas where the existing concrete curb and gutter is cracked, broken, or settled, resulting in a reduced capacity to effectively convey drainage.

The existing water distribution system in the project areas consists of a combination of 6-inch ductile and cast iron pipes. Watermains were originally constructed between 1970 and 1991, generally either before or after many of the street surfaces were constructed. The watermain pipes have many more years of service life before replacement is necessary. An overall review of the watermain break history for these segments indicates minimal breaks have occurred. In most areas, the valve and hydrant materials meet current City specifications. Only plugged hydrants, as well as hydrants and valves that do not meet current City standards will be recommended for replacement on this project.

The sanitary sewer system in the majority of the project area consists of 8-inch PVC pipe, and is considered to be in good condition. Closed circuit televising of all the sanitary sewer within the proposed project has been completed, and revealed that the sewer pipe is sound with no significant sagging of the lines, standing water, or joint separation issues. The manholes are precast concrete structures, and have been found to be generally in good condition with no sign of groundwater seeping into the system.

There is minimal storm sewer located within the project area. City staff will address any locations of inadequate drainage capacity, as well as areas that experience localized flooding with the project. The storm sewer pipe is considered to be in good condition. Periodic storm sewer manhole replacements will take place throughout the project area.

PROPOSED IMPROVEMENTS

Streets within the project area are proposed to be reconstructed by reclaiming the existing bituminous pavement and gravel base, re-compacting the reclaimed material, disposing of excess reclaimed material, and resurfacing the streets with new bituminous pavement. There may be areas where subgrade corrections are needed, due to the presence of soft or unsuitable soils. In addition, removal and replacement of existing concrete curb and gutter that is in poor condition (cracked, broken, settled) or that does not drain properly, is proposed. In the event that existing curb returns are being removed, new pedestrian curb ramps will be installed with existing sidewalk (as needed) to comply with the Americans with Disabilities Act (ADA) requirements.

Sanitary sewer manholes, storm sewer manholes and catch basins will be repaired, replaced or adjusted as needed before the street is repaved.

Most of the fire hydrants and valves throughout the project already meet current City standards. Only plugged hydrants that exist in locations of high groundwater elevations are proposed to be replaced. Valve and hydrant replacements that do take place as part of the project will be completed using stainless steel nuts and bolts to minimize the risk of corrosion and leaking.

Soil corrections are planned for 121st Lane between Crooked Lake Boulevard and Ivywood Street. Subgrade and drain tile work is expected along this roadway segment.

Boulevard trees will be trimmed this winter to clear the streets of low hanging branches. All street name signs and other street signs will be replaced with new signs and posts. All new street name signs will have larger lettering consistent with the current City logo.

MAINTENANCE IMPACT

The streets proposed for reconstruction have deteriorated extensively and would require increased maintenance if they are not repaved soon. Seal coating is no longer effective for the streets, due to the excessive cracking that has occurred. It becomes cost-prohibitive to maintain street surfaces that are as badly cracked as exists on these streets.

Once the streets are repaved, the first crack sealing and seal coating application should be performed within 4 years to preserve the new bituminous pavement. Subsequent crack sealing and seal coating applications will then occur every 7 years. With periodic maintenance, the street surfacing should not require replacement for at least 35 years.

New watermain valve boxes, new storm water inlet castings and structures, and new adjusting rings on sanitary sewer manholes will be installed as needed with the project, preserving the existing utility infrastructure and reducing the need for future maintenance.

ESTIMATED COST/FINANCING

The total estimated cost of the street reconstruction project is \$2,107,696.01.

The Public Works Department has requested that obsolete fire hydrants be replaced with new fire hydrants as part of this street reconstruction project, and that watermain valves be repaired or replaced as needed. The estimated cost to replace fire hydrants, and to repair or replace watermain valves is \$153,664.50. Tree trimming costs are approximately \$10,000, and will be paid from Street Reconstruction funds. Storm sewer repair costs are estimated to be \$82,780.82. The estimated prices as listed in the preceding paragraphs include engineering time for the design and construction inspection.

The City would finance the project and assess a portion of the cost to the adjacent benefiting properties. The City's policy goal is to assess approximately 50% of street reconstruction costs to benefiting properties. The City would initially pay for the cost of the project from a combination

of Street Reconstruction (797), Storm Water Utility (640), Water System Maintenance (601), and Sanitary Sewer Maintenance (620) funds. Project funding is summarized below:

Street Reconstruction Fund	\$1,334,500.67
Storm Water Utility Fund	\$82,780.82
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Sanitary Sewer Maintenance Fund	\$67,916.70
Proposed Amount to be Assessed	\$468,833.32
Total Estimated Project Cost	\$2,107,696.01

The City's share of approximately \$1,334,500.67 that is for street work would result in an annual tax levy of approximately \$164,266.00 if bonds are sold and paid for over a 10-year period beginning in 2017. The assessed share of the total project cost is approximately 20% for this project, due to the number and orientation of properties that can be assessed within the project limits.

PROJECT TIMETABLE

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PROPOSED ASSESSMENTS

In 1997, assessment rates were established as part of the City's policy for financing street reconstruction. Under the policy, rates are to be updated annually, using the Construction Cost Index (CCI). Assessment rates for 2017 have been increased by 0.40% from the 2016 rates,

reflecting an increase in the CCI.

The rates to be used for 2017 are as follows--

Single-family lot \$1,843.08 per lot (CCI factor results in increase of \$7.63

from 2016)

Residential (higher density \$23.0

lots including duplex units)

\$23.04 per front-foot or average width

Office and Commercial \$46.07 per front foot or average width (double residential

rate per policy)

Industrial \$59.89 per front foot or average width (30% higher than

Office/Commercial rate per policy)

Assessments would be spread over a 10-year period with an estimated interest rate of 2.86% and the first installment would be due in 2018. Properties, such as condos, with smaller amount assessments would be assessed over 3 years with an estimated interest rate of 1.97%. Property owners would have the option of paying their entire assessment within 30 days following Council adoption of the assessments, and would incur no interest charges. Payments made after the 30-day period would also require payment of any interest charges accrued up to the time payment is made. If the assessment were paid as part of the property tax statement, the annual cost for a single-family home would be approximately \$200 per year for the 10-year period.

A copy of the proposed assessment roll is available in the Assistant City Engineer's office, as well as in the City Clerk's office.

PROJECT FEASIBILITY

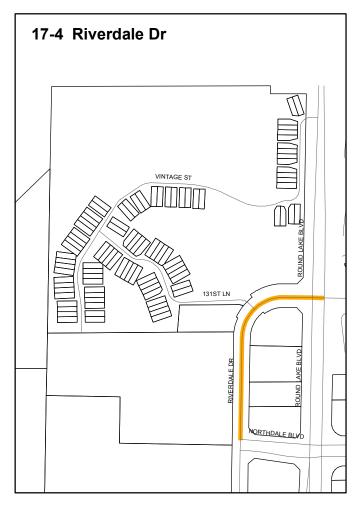
The proposed project is necessary for the City to keep the streets in the project area in a safe and drivable condition. The project is cost effective and is technically feasible to construct. An independent appraiser was retained in 2014 to review the "benefit" to the properties for work similar to what is proposed with this project. The appraiser's report indicated that the "...assessments planned by the City do appear to be fair and reasonable, similar to, and possibly less, than what other area cities are doing, and are not higher than the benefit resulting from the renewed streets, in the form of the property value increase." Therefore, the project is also economically feasible.

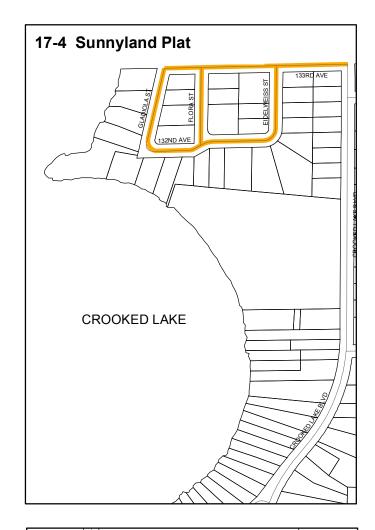
CONCLUSIONS AND RECOMMENDATION

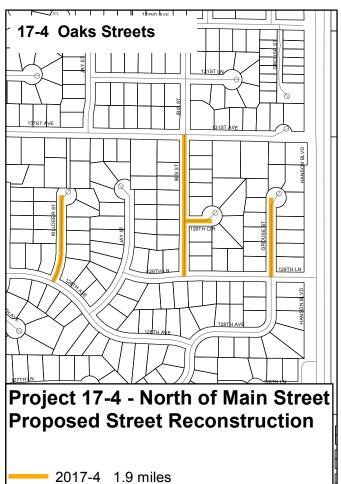
As part of its 2017 Street Reconstruction Program, the City is proposing to reconstruct approximately 2.9 miles of residential streets with this project. A majority of the project cost would be paid by the City, and a portion of the project cost would be recovered through assessments to benefiting property owners, in accordance with the Street Reconstruction Policy approved by Council in 2006 and updated in 2015. Property owners were notified of the project

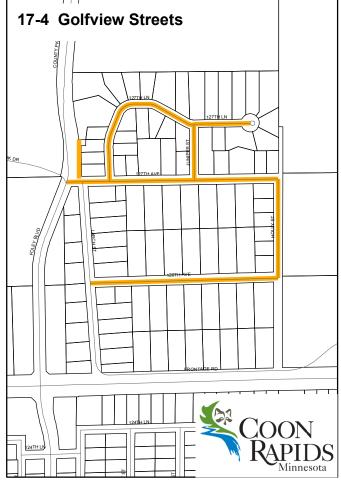
and of the proposed assessment rates by letter in early December 2016. The first informational meeting for this project was held on December 19 where staff heard concerns, listened to suggestions, and answered questions that residents had regarding the project. A second informational meeting will be held on January 12, 2017. Council will be requested to schedule both the public hearing and assessment hearing for February 21, 2017.

It is recommended that Council accept this feasibility report, order a public hearing on the project, and order a hearing on the proposed assessments by adopting the resolutions included with this report.

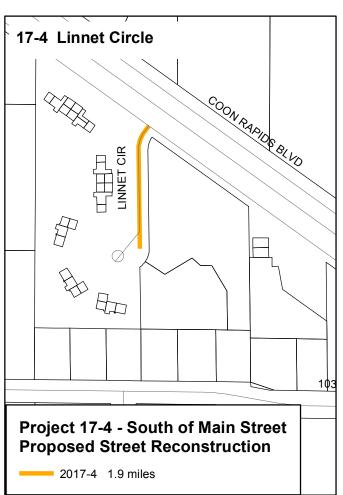


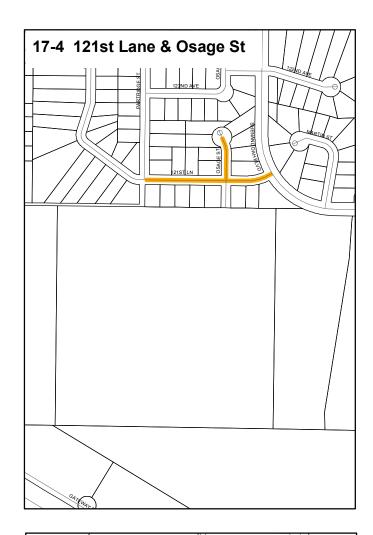




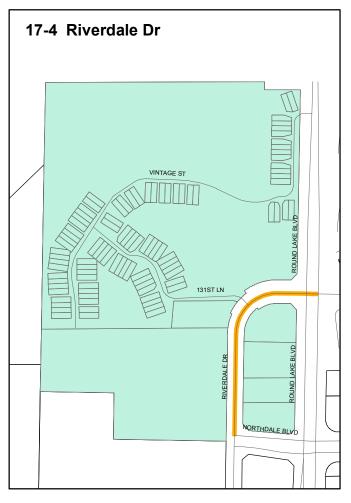


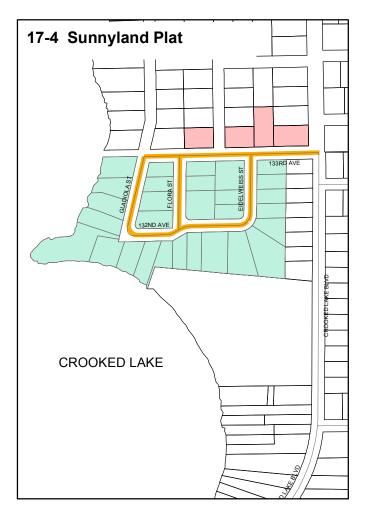


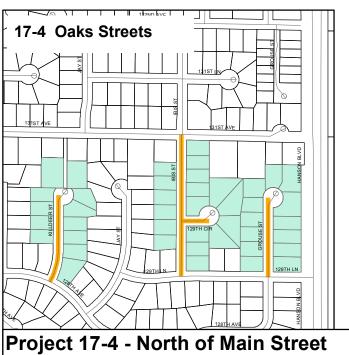












Proposed Street Reconstruction

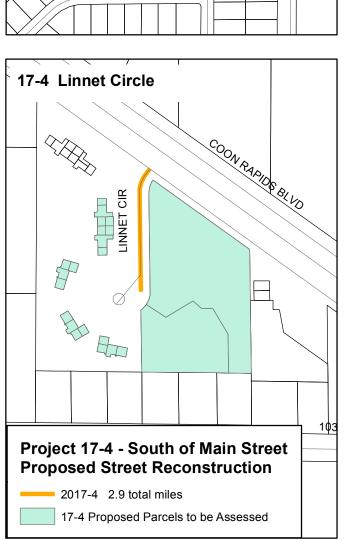
17-4 Proposed Parcels to be Assessed

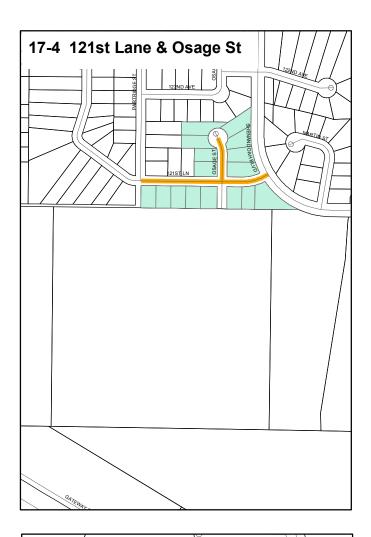
17-4 Proposed Parcels In Andover to be Assessed

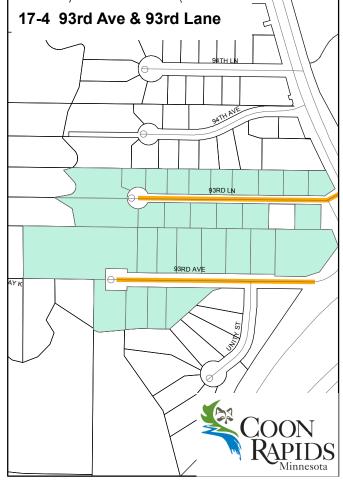
2017-4 2.9 total miles











RESOLUTION NO. 17-4(4)

(4) RESOLUTION ACCEPTING FEASIBILITY REPORT AND ORDERING PUBLIC HEARING ON IMPROVEMENT

WHEREAS, pursuant to resolution of the Council adopted on the 15th day of November, 2016, a report has been prepared by the City Engineering Division with reference to the improvement of the following residential streets:

- Riverdale Drive from Northdale Boulevard to Round Lake Boulevard
- 133rd Avenue from Crooked Lake Boulevard to Gladiola Street
- Eidelweiss Street from 132nd Avenue to 133rd Avenue
- Flora Street from 132nd Avenue to 133rd Avenue
- Gladiola Street from 132nd Avenue to 133rd Avenue
- 132nd Avenue from Eidelweiss Street to Gladiola Street
- 121st Lane from Crooked Lake Boulevard to east of Ivywood Street
- 121st Lane from Shenandoah Boulevard to Partridge Street
- Osage Street from 121st Lane to cul-de-sac
- Killdeer Street from 128th Avenue to cul-de-sac
- Ibis Street from 129th Lane to 131st Avenue
- 129th Circle from Ibis Street to cul-de-sac
- Grouse Street from 129th Lane to cul-de-sac
- Linnet Circle from Coon Rapids Boulevard Service Road to cul-de-sac
- 93rd Avenue from west of East River Road to cul-de-sac
- 93rd Lane from East River Road to cul-de-sac
- 127th Lane from 127th Avenue to cul-de-sac
- Juniper Street from 127th Avenue to 127th Lane
- 127th Avenue from Larch Street to Holly Street
- Holly Street from 126th Avenue to 127th Avenue
- 126th Avenue from Larch Street to Holly Street

by street reconstruction, and this report was received by the Council on the 20th day of December, 2016; and

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost effective, and feasible,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota:

1. The Council will consider such improvement in accordance with the report and the assessment of benefitting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Sections 429.011 to 429.111, at an estimated total cost of the improvement of \$2,107,696.01.

February, 2017 in the Council Chambers	uch proposed improvement on the 21st day of of the City Hall at 7:00 p.m., and the Clerk shall hearing and improvement as required by law.
Adopted this 20th day of December, 2016.	
ATTEST:	Jerry Koch, Mayor
Joan Lenzmeier, City Clerk	

RESOLUTION NO. 17-4(10)

(10) RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLL

WHEREAS, a contract is proposed to be let for the improvement of the following residential streets:

- Riverdale Drive from Northdale Boulevard to Round Lake Boulevard
- 133rd Avenue from Crooked Lake Boulevard to Gladiola Street
- Eidelweiss Street from 132nd Avenue to 133rd Avenue
- Flora Street from 132nd Avenue to 133rd Avenue
- Gladiola Street from 132nd Avenue to 133rd Avenue
- 132nd Avenue from Eidelweiss Street to Gladiola Street
- 121st Lane from Crooked Lake Boulevard to east of Ivywood Street
- 121st Lane from Shenandoah Boulevard to Partridge Street

by street reconstruction and the contract price for such improvement is estimated to be \$1,686,156.81 and the expenses incurred or to be incurred in the making of said improvement are estimated to be \$421,539.20, so that the total cost of the improvement is estimated to be \$2,107,696.01 and of this cost the City will pay \$1,638,862.69 as its share of the cost; and

WHEREAS, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

WHEREAS, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COON RAPIDS, MINNESOTA:

- 1. The cost of such improvement to be specially assessed is hereby declared to be \$468,833.32.
- 2. The City Clerk, with the assistance of the City Engineer shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and the City Engineer shall file a copy of such proposed assessment in his office for public inspection.
- 3. The Clerk shall, upon the completion of such proposed assessment, notify the Council thereof.

Adopted this 20th day of December, 2016.	
ATTEST:	Jerry Koch, Mayor
Joan Lenzmeier, City Clerk	

RESOLUTION NO. 17-4(11)

(11) RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT ROLL

WHEREAS, per a Resolution passed by the Council on the 20th day of December, 2016, the City Clerk was directed to prepare a proposed assessment of the cost of improving the following residential streets:

- Riverdale Drive from Northdale Boulevard to Round Lake Boulevard
- 133rd Avenue from Crooked Lake Boulevard to Gladiola Street
- Eidelweiss Street from 132nd Avenue to 133rd Avenue
- Flora Street from 132nd Avenue to 133rd Avenue
- Gladiola Street from 132nd Avenue to 133rd Avenue
- 132nd Avenue from Eidelweiss Street to Gladiola Street
- 121st Lane from Crooked Lake Boulevard to east of Ivywood Street
- 121st Lane from Shenandoah Boulevard to Partridge Street

by street reconstruction; and

WHEREAS, the Clerk will give a minimum of 14 days written notice to the Council and all benefitted property owners described in the assessment roll that such proposed assessment has been completed and filed in the Clerk's office for public inspection,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COON RAPIDS, MINNESOTA:

- 1. A hearing shall be held on the 21st day of February, 2017, in the City Hall at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
- 2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official paper at least 2 weeks prior to the hearing.

Adopted this 20th day of December, 2016.		
	Jerry Koch, Mayor	
ATTEST:	Jeffy Roeff, Mayor	
Joan Lenzmeier, City Clerk		



City Council Regular 21.

Meeting Date: 12/20/2016

Subject: Adopt Resolution 16-138 Approving 2017-2018 Teamsters Local 320 ("Public

Works") Collective Bargaining Agreement

Submitted For: Matt Stemwedel, City Manager

From: Maria Carrillo Perez, Assistant to the City Manager

INTRODUCTION

The Council is requested to formally ratify the terms of the negotiated labor agreement for 2017-2018 between the City of Coon Rapids and the Minnesota Teamsters Public and Law Enforcement Employees' Union. Local No. 320, representing the Public Works bargaining unit.

DISCUSSION

A two-year (2017-2018) agreement has been reached between the City Manager and the Teamsters Local No. 320 (Union), which represents the public works bargaining unit. The Union membership ratified the Contract November 2016. The substantive terms of the agreement are summarized below:

- 1. Contract duration: Two years, calendar years 2017 2018.
- 2. Wages Appendix A:
 - 2.75% increase to base wages effective January 1, 2017
 - 3.00% increase to base wages effective January 1, 2018
- 3. Removal of position classification: Amended to remove the position of Custodian I.
- 4. New position classifications: Amended to add the position classification of Storm Drain Technician and Athletic Field Technician. These changes do not represent new positions, but rather are modifications to job duties for current positions.
- 5. Article 24.5: Lead Person: Amended to increase lead pay from \$1.00 to \$1.50/per hour
- 6. Article 24.6: Licenses: The monthly payment for license holders has been amended and separated by division. Language was added to limit Utilities Division staff to a maximum of two licenses. Amended to add a monthly payment of \$50.00 for MN Commercial Vehicle Inspector License in the Vehicle Maintenance Division.
- 7. Article 11: Overtime: Language was added to clarify the commencement of the year as the day

following the last day of the second payroll in November for the purposes of compensatory time.

- 8. Article 14: Posting of Job Vacancies: Article has been amended to limit employees to one job transfer within a 24 month period, excluding transfers within a division.
- 9. Article 19: Sick Leave: Amended to remove the second sick leave bank to match the City's current practice of a single sick leave bank.
- 10. Appendix E: Temporary and Seasonal Workers LOU: Temporary and Seasonal Workers Letter of Understanding (LOU) was amended to increase the hourly rate of temporary employees to 60% of the base pay for Maintenance Worker.
- 11. Appendix F: Renewal of the existing Letter of Understanding (LOU) to memorialize the City's support for Union membership participation in the Minnesota State Retirement System Health Care Savings Plan when such a plan is ratified by the Union.

RECOMMENDATION

Staff recommends the Council adopt Resolution No. 16-138, approving the labor agreement between the City and Teamsters Local No. 320.

BUDGET IMPACT:

The wage increases have been appropriately budgeted within the 2017 City budget. The wage increases for 2018 will be included in the future budget. For reference, the cost of living adjustments included in this agreement mirror the adjustments included in the Firefighters' agreement, which is also up for consideration at tonight's City Council meeting.

Attachments

RESOLUTION 16-138 2017-2019 Labor Agreement - Teamsters

RESOLUTION 16-138

RESOLUTION APPROVING A LABOR AGREEMENT BETWEEN THE CITY OF COON RAPIDS AND MINNESOTA TEAMSTERS PUBLIC AND LAW ENFORCEMENT EMPLOYEES' UNION, LOCAL NO. 320 FOR THE TERM JANUARY 1, 2017 THROUGH DECEMBER 31, 2018

- WHEREAS, the City of Coon Rapids ("City") recognizes the Minnesota Teamsters Public and Law Enforcement Employee's Union Local No. 320 ("Union"), as the exclusive bargaining representative under Minnesota Statutes, Chapter 179A, for public works job classifications identified in the collective bargaining agreement; and
- **WHEREAS**, representatives of the City of Coon Rapids and representatives of the Minnesota Teamsters Local No. 320, representing the public works bargaining unit, reached a tentative agreement through the collective bargaining process.
- **NOW, THEREFORE, BE IT RESOLVED** that the City Council of Coon Rapids, Minnesota approves the terms of the tentative agreement, which are as follows:
 - 1. Contract duration: Two years, calendar years 2017 2018.
 - 2. Wages Appendix A:
 - 2.75% increase to base wages effective January 1, 20173.00% increase to base wages effective January 1, 2018
 - 3. Removal of position classification: Amended to remove the position of Custodian I.
 - 4. New position classifications: Amended to add the position classification of Storm Drain Technician and Athletic Field Technician.
 - 5. Article 24.5: Lead Person: Amended to increase lead pay to \$1.50/per hour.
 - 6. Article 24.6: Licenses: The monthly payment for license holders has been amended and separated by division. Language was added to limit Utilities Division staff to a maximum of two licenses. Amended to add a monthly payment of \$50.00 for MN Commercial Vehicle Inspector License in the Vehicle Maintenance Division.
 - 7. Article 11: Overtime: Language was added to clarify the commencement of the year as the day following the last day of the second payroll in November for the purposes of compensatory time.

Resolution No. 16-138 Page 2 of 2

- 8. Article 14: Posting of Job Vacancies: Article has been amended to limit employees to one job transfer within a 24 month period, excluding transfers within a division.
- 9. Article 19: Sick Leave: Amended to remove the second sick leave bank.
- 10. Appendix E: Temporary and Seasonal Workers LOU: Temporary and Seasonal Workers Letter of Understanding (LOU) was amended to increase the hourly rate of temporary employees to 60% of the base pay for Maintenance Worker.
- 11. Appendix F: Renewal of the existing Letter of Understanding (LOU) to memorialize the City's support for Union membership participation in the Minnesota State Retirement System Health Care Savings Plan when such a plan is ratified by the Union.
- **BE IT FURTHER RESOLVED** that the City Council authorizes the Mayor and the City Manager to execute four copies of a contract reflecting the terms of the settlement upon receipt of the same executed by the designated bargaining unit representatives.

Adopted by the Coon Rapids City Council this 20th day of December, 2016.

	Jerry Koch, Mayor	
	•	
ATTEST:		
Joan Lenzmeier, City Clerk		

LABOR AGREEMENT

Between

CITY OF COON RAPIDS

AND

MINNESOTA TEAMSTERS PUBLIC AND LAW ENFORCEMENT EMPLOYEES' UNION, LOCAL NO. 320

January 1, 2017 to December 31, 2018

TABLE OF CONTENTS

<u>ARTICLE</u>	DESCRIPTION	PAGE NO.
1.	PURPOSE OF AGREEMENT	1
2.	RECOGNITION	1
3.	UNION SECURITY	1
4.	EMPLOYER AUTHORITY	2
5.	EMPLOYER/EMPLOYEE SECURITY	3
6.	EMPLOYEE RIGHTS—GRIEVANCE PROCEDURE	3
7.	DEFINITIONS	5
8.	WORK SCHEDULES	5
9.	SENIORITY	6
10.	PROBATIONARY PERIODS	6
11.	OVERTIME	7
12.	CALL-BACK TIME	8
13.	STANDBY TIME	8
14.	POSTING OF JOB VACANCIES	8
15.	COFFEE BREAKS	9
16.	CLOTHING	9
17.	HOLIDAYS	10
18.	VACATIONS	10
19.	SICK LEAVE	11
20.	HEALTH INSURANCE	12
21.	INJURY LEAVE	12
22.	DISCIPLINE	13
23.	COMPUTATION OF SERVICE TIME	13
24.	WAGES	14
25.	SEASONAL AND TEMPORARY EMPLOYEES	15
26.	HEO FUNCTIONS	15
27.	SAVINGS CLAUSE	16

28.	WAIVER16
29.	DURATION16
Signat	ure Page17
Appen	dix A – Pay Plan
Appen	dix B – Letter of Understanding Regarding Temporary Loss of Driver's License and/or CDL
Appen	dix C – Letter of Understanding Regarding Principles of Overtime Distribution
Appen	dix D - Letter of Understanding Regarding Compensating Maintenance Workers who Perform Mechanic Work
Appen	dix E – Letter of Understanding Regarding Seasonal and Temporary Employees
Appen	dix F – Letter of Understanding Regarding Union Participating in the Minnesota State Retirement System – Health Care Savings Plan

ARTICLE 1 PURPOSE OF AGREEMENT

This Agreement is entered into between the City of Coon Rapids, hereinafter called the EMPLOYER, and Minnesota Teamsters Public and Law Enforcement Employees Union Local No. 320, hereinafter called the UNION. It is the intent and purpose of this Agreement to:

- 1.1 Establish certain hours, wages, and other conditions of employment; and
- 1.2 Establish procedures for the resolution of disputes concerning this Agreement's interpretation or application.

The EMPLOYER and the UNION, through this Agreement, continue their dedication to the highest quality of public service. Both parties recognize this Agreement as a pledge of this dedication.

ARTICLE 2 RECOGNITION

- 2.1 The EMPLOYER recognizes the UNION as the exclusive representative, under Minnesota Statutes, Chapter 179A, for the following job classifications:
 - a. Mechanic
 - b. Heavy Equipment Operator
 - c. Traffic Technician
 - d. Maintenance Worker
 - e. Building Custodian I
 - f. Building Custodian II
 - g. Water Plant Operator
 - h. Landscape Technician
 - i. Lead Person
 - j. Storm Drain Technician
 - k. Athletic Field Technician
- 2.2 In the event the EMPLOYER and the UNION are unable to agree as to the inclusion or exclusion of a new or modified job position, the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE 3 UNION SECURITY

- 3.1 In recognition of the UNION as the formal representative, the EMPLOYER shall:
 - A. Deduct each payroll period an amount sufficient to provide the payment of dues established by the UNION from the wages of all employees authorizing in writing such deduction on the form provided by the UNION; and

- B. Deduct each payroll period an amount to be contributed to the UNION'S political action committee from the wages of all employees authorizing in writing such deduction and amount on the form provided by the UNION, provided that the EMPLOYER is reimbursed for direct administrative costs incurred in establishing the political action committee deduction system; and
- C. Remit such deductions to the appropriate designated office of the UNION once each month, unless other arrangements are desired by the EMPLOYER; and
- D. The UNION may designate certain employees from the bargaining unit to act as stewards and shall inform the EMPLOYER in writing of such choice.
- 3.2 The UNION shall indemnify and save the EMPLOYER harmless against any and all claims, demands, suits, orders, or judgments brought against the EMPLOYER which may arise out of any action taken or not taken by the EMPLOYER for the purpose of complying with the provisions of this Article.

ARTICLE 4 EMPLOYER AUTHORITY

- 4.1 The UNION recognizes the prerogative of the EMPLOYER to operate and manage its affairs in all respects in accordance with existing and future laws and regulations of appropriate authorities including municipal personnel policies and work rules. The prerogatives and authority which the EMPLOYER has not officially abridged, delegated, or modified by this Agreement are retained by the EMPLOYER; such as, but not limited to:
 - A. Direct employees;
 - B. Hire, promote, transfer, assign, retain employees in positions and suspend, demote, discharge, or take disciplinary action against employees;
 - C. Relieve employees from duties because of lack of work or other legitimate reasons;
 - D. Maintain the efficiency of the government operations;
 - E. Determine the methods, means, job classifications, and personnel by which such operations are to be conducted;
 - F. Take whatever actions may be necessary to carry out the missions of the agency in situations of emergency;
 - G. Determine reasonable schedules of work and establish the methods and processes by which such work is performed.

ARTICLE 5 EMPLOYER/EMPLOYEE SECURITY

- 5.1 The UNION and its members agree that during the life of this Agreement they will not cause, encourage, participate in, or support any strike, slowdown or other interruption of or interference with the normal functions of the EMPLOYER.
- 5.2 The EMPLOYER agrees that no lockout, or refusal to allow employees to perform available work, shall be instituted by the EMPLOYER and/or its appointing authorities during the life of this Agreement.

ARTICLE 6 EMPLOYEE RIGHTS—GRIEVANCE PROCEDURE

- 6.1 This grievance procedure is established for the purpose of resolving disputes involving the interpretation or application of this Agreement.
- 6.2 The EMPLOYER will recognize stewards selected by the UNION as the grievance representatives of the bargaining unit. The UNION shall notify the EMPLOYER in writing of the stewards and of their successors when so named.
- 6.3 A grievance is defined as a dispute over the interpretation or application of this Agreement.
- 6.4 A grievance shall be resolved in the following manner:

<u>Step 1</u>. An employee claiming a violation concerning the interpretation or application of the provisions of this Agreement shall within 15 calendar days after such alleged violation present in writing such grievance to the employee's immediate supervisor designated by the EMPLOYER. If an employee presents any grievance to the EMPLOYER without first notifying the UNION, the EMPLOYER'S representative shall immediately notify the UNION and no further discussion will be had on the matter until the UNION has been given the opportunity to be present.

The EMPLOYER will give an answer to such Step 1 grievance within 10 working days after receipt of the grievance. If a grievance is not resolved in Step 1, such grievance shall be placed in writing and referred to Step 2 within 10 working days after the EMPLOYER'S final Step 1 answer. Any grievance not referred in writing by the employee to Step 2 within 10 working days shall be considered waived.

<u>Step 2</u>. The written grievance shall be presented to the employee's department head or other EMPLOYER-designated representative, with a copy to be sent to the Director of Administration.

The EMPLOYER shall give the employee the EMPLOYER'S Step 2 answer in writing within 10 working days after receipt of such Step 2 grievance. If a grievance is not resolved in Step 2, such grievance shall be referred to Step 3 within 10 working days following the

EMPLOYER'S final Step 2 answer. Any grievance not referred in writing by the employee to Step 3 within 10 working days shall be considered waived.

Step 3. The written grievance shall be presented to the City Manager or the City Manager's designee, who shall give the EMPLOYER'S final answer in writing within 10 working days after receipt of such Step 3 grievance. If a grievance is not resolved in Step 3, such grievance shall be referred to Step 4 within 10 working days following the EMPLOYER'S final Step 3 answer. Any grievance not referred to Step 4 in writing by the employee within 10 working days shall be considered waived.

Statutes, Section 179A.21. The arbitrator shall not have the right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the specific issue submitted to him or her in writing by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not submitted to him. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator shall submit his or her decision in writing within 30 days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be based solely upon the arbitrator's interpretation or application of the express terms of this Agreement and on the facts of the grievance presented.

- 6.5 Employees presenting grievances may choose to be represented by the UNION.
- 6.6 The time limits established in this Article may be extended by mutual consent of the EMPLOYER and the UNION and shall be in writing.
- 6.7 The procedures established by this Article may be altered by mutual consent in writing of the EMPLOYER and the UNION.
- 6.8 Before filing for arbitration and upon agreement by both the EMPLOYER and the UNION, the services of the Minnesota State Bureau of Mediation Services may be requested on the grievance.

ARTICLE 7 DEFINITIONS

- 7.1 BASE PAY RATE: The employee's hourly pay rate exclusive of any other special allowances.
- 7.2 CALLBACK: Return of any employee to a specified work site to perform assigned duties at the express authorization of the EMPLOYER at a time other than an assigned shift. An extension of an assigned shift is not a callback, except as modified by Article 12.
- 7.3 COMPENSATORY TIME: Time off the employee's regularly scheduled work schedule equal in time to overtime worked.
- 7.4 EMPLOYEE: A member of the formally recognized bargaining unit.
- 7.5 EMPLOYER: The City of Coon Rapids, Minnesota.
- 7.6 OVERTIME: Worked performed at the express authorization of the EMPLOYER in excess of eight hours within a 24-hour period (except for shift changes) or more than 40 hours within a seven-day period.
- 7.7 SENIORITY: The length of continuous service with the EMPLOYER.
- 7.8 SEVERANCE PAY: Payment made to an employee upon honorable termination of employment.
- 7.9 UNION: Minnesota Teamsters Public and Law Enforcement Employees Union, Local No. 320.
- 7.10 UNION MEMBER: A member of Minnesota Teamsters Public and Law Enforcement Employees Union, Local No. 320 covered by this Agreement.

ARTICLE 8 WORK SCHEDULES

- 8.1 The sole authority in work schedules is the EMPLOYER. A normal work day for employees shall be eight hours. The normal work week shall be 40 hours. The work week may include Saturdays and Sundays where the need for City services is evident. In such cases, employees may be assigned week days off in lieu of Saturdays and Sundays.
- 8.2 The EMPLOYER will make every effort to maintain uniform work schedules. However, service to the public may require the establishment of regular shifts for some employees on a daily, weekly, seasonal, or annual basis other than the normal eight-hour day. The EMPLOYER will give five working days advance notice to the employees affected by the establishment of work days different from the employee's normal eight-hour work day.

8.3 In the event that work is required because of unusual circumstances such as, but not limited to, fire, flood, snow, sleet, or breakdown of municipal equipment or facilities, no advance notice need be given. It is not required that an employee working other than the normal work day be scheduled to work more than eight hours; however, each employee has an obligation to work overtime if requested.

ARTICLE 9 SENIORITY

- 9.1 Seniority will be the determining criterion for layoffs, rehires, selecting vacations and shift schedules. With respect to promotion, the qualified employee with the most seniority will have the first opportunity to demonstrate the employee's ability to satisfactorily perform the duties of his or her promotion.
- 9.2 Employees who bid a job but are not selected will be given reasons in writing for their non selection by the EMPLOYER.
- 9.3 Members of the bargaining unit who are promoted to supervisory positions with the City may hold the right to return to the position within six months of the promotion.

ARTICLE 10 PROBATIONARY PERIODS

- 10.1 All new hired or rehired employees will serve a six-month probationary period.
- 10.2 All employees will serve a three-month probationary period in any job classification in which the employee has not served a probationary period.
- 10.3 At any time during the probationary period referred to in item 10.1, an employee may be terminated at the discretion of the EMPLOYER.
- All promotions and transfers shall be subject to a probationary period. If the employee who has been promoted is found unsuited for the work of the position to which promoted, the EMPLOYER will reinstate the employee to the position and rate of pay held or to some other position in the class from which the employee was promoted.
- 10.5 Probationary periods may be extended for a period at least equal to the initial period at the discretion of the City, provided at least 10 days prior to the termination of the initial probationary period, the employee is given notice in writing of the City's intention to extend the probationary period.

ARTICLE 11 OVERTIME

- 11.1 Time and one-half will be paid for all authorized time worked in excess of eight hours in any period between 12:00 a.m. and 11:59 p.m. and for any time in excess of 40 hours during an employee's regularly scheduled work week, as well as on Saturdays and Sundays, unless the latter days are within an employee's regularly scheduled work week. Authorized work performed on designated holidays will be paid for at two times the employee's regularly hourly rate of pay after eight hours.
 - (NOTE: One and one-half times the employee's regular hourly rate of pay means that if the employee works on a designated holiday the employee will receive a total of two and one-half hours of pay for each hour worked as opposed to receiving one hour of pay for each hour, up to eight hours, while not working. An employee has the option of being paid compensatory time on the same time and one-half basis in lieu of cash.)
- 11.2 Compensatory time may be accumulated up to a maximum of 120 hours. With the exception of 40 hours which may be carried over into the following year, all compensatory time accrued shall be used by the employee in the year in which accrued or it shall be paid in cash. For purposes of this section only, the year shall commence on the day following the last day of the second payroll in November and will terminate on the final day of the second payroll in November. Payment of unused compensatory time shall be made in conjunction with the first payroll in December. Compensatory time off shall be taken only with the prior consent of the supervisor. Approved compensatory time off may be cancelled by the supervisor in cases of emergency requiring a callback of personnel.
- 11.3 Overtime refused is considered unpaid overtime worked. EMPLOYER will make a reasonable effort to give employees a notice of overtime when practicable.
- 11.4 Overtime will be distributed among qualified full time employees within a division as equally as practicable.
- 11.5 Except in "extraordinary circumstances," overtime will be offered first to full time employees before it is offered to seasonal or temporary employees. "Extraordinary circumstances" shall be as determined on a time-to-time, case-by-case basis by the City Manager, and circumstances shall not be considered "extraordinary" under the terms of this provision unless declared by the City Manager.

ARTICLE 12 CALL-BACK TIME

12.1 An employee called in for work at a time other than the employee's normal scheduled shift will be compensated for a minimum of two hours pay at one and one-half times the employee's base pay rate. An employee called in to start his or her shift early will be paid a minimum of two hours pay at one and one-half times the employee's base pay rate. Overtime requested of an employee prior to the employee leaving the garage yard shall be considered as a shift extension and the employee shall be paid at a rate of one and one-half times his or her regular rate for such shift extension.

ARTICLE 13 STANDBY TIME

- 13.1 Employees shall be given one hour of straight hourly pay for each eight-hour unit of standby time when required to be available for emergencies which do not fall within their regularly scheduled work week. Standby time shall start at the end of a regular shift and end at the beginning of the succeeding work day. The employee's immediate whereabouts must be known by the Police Dispatcher at all times during a standby period.
- 13.2 The employee on standby must be available by phone at all times and not more than 15 minutes distance from any location in the City. However, the EMPLOYER may waive the 15-minute requirement in the event that the requirement is unreasonable relative to specific weather or road conditions prevailing at the time of the callout. In addition to the standby payment, such employee shall receive callback pay at time and one-half the employee's base rate for time worked. The actual amount of time worked on a callout basis will be totaled in order to determine the amount of pay during any 24-hour period, irrespective of the number of times an employee is called out, provided that the employee shall receive a minimum of two hours for each 24-hour period in which the employee is called out.

ARTICLE 14 POSTING OF JOB VACANCIES

14.1 Notices of new jobs, job openings, and vacancies will be posted internally on the UNION bulletin board for ten calendar days. To be eligible for a job transfer, Local 320 members will be required to meet the minimum qualifications of a job classification. Determination of minimum qualifications for all job classifications shall be the sole discretion of the EMPLOYER. Senior employees will be given preference with regard to transfers when the job-relevant qualifications of employees are equal. Employees will be limited to one job transfer within a 24 month period, excluding transfers within a division.

ARTICLE 15 COFFEE BREAKS

- 15.1 Employees covered by this Agreement will be allowed 30 minutes of paid break time each working day. In order to provide flexibility in administration of this employee benefit, the department head will establish rules after notifying the business agent or union steward. A rest period of a minimum of 15 minutes during the working day must be taken to constitute use of break time.
- 15.2 A 15-minute rest break will be permitted during authorized overtime periods when the appropriate supervisor anticipates the overtime to be at least three hours.

ARTICLE 16 CLOTHING

- 16.1 The EMPLOYER agrees to provide each new employee with a set of rain gear and initial uniform issue. Upon successful completion of the probationary period, this clothing will become the property of the employee. In January after the first full year of employment, as determined by the employee's anniversary date, the EMPLOYER will provide the employee \$315 to maintain and replace the above clothing. Mechanics will receive an additional \$50 to maintain and replace their issue. Payment of this amount shall be made in conjunction with the second pay period after the final approval of this contract by the City.
- In addition, each new employee will receive on the employee's first anniversary date, a one time pro-rata payment based on the clothing allowance installment as determined in Section 16.1. This pro-rata payment will be based upon the amount of time served by the employee during the calendar year in which the employee was hired.
- 16.3 A clothing fund of \$650 will be appropriated each year of the contract, which may be apportioned by the Public Works Director or a designee for uniform items damaged beyond use during an employee's job duties through no fault of their own. The Director of Public Works or a designee may also authorize expenditures from this clothing fund to purchase coveralls referred to in Section 16.6.
- 16.4 Proper uniforms and steel toed shoes in good condition, subject to the supervisor's approval, must be worn at all times.
- 16.5 The EMPLOYER will furnish hip boots to Utility Division employees as needed and subject to approval by their supervisor. Two pairs of chest waders will be furnished by the EMPLOYER for use by Utility Division employees.
- 16.6 Employees who must perform service work on equipment, or who are assigned unusually dirty jobs, will be provided with coveralls by the EMPLOYER.
- 16.7 The coveralls, hip boots, and waders shall remain the property of the EMPLOYER. An employee may not use coveralls, hip boots, or waders for the employee's personal use unless specifically authorized by the employee's supervisor.

ARTICLE 17 HOLIDAYS

17.1 New Year's Day January 1

Martin Luther King Day
President's Day
Third Monday in January
Third Monday in February
Memorial Day
Fourth Monday in May

Independence Day July 4

Labor Day First Monday in September

Veteran's Day November 11

Thanksgiving Day Fourth Thursday in November

Christmas Day December 25

Employees also receive three floating holidays, which may be taken during the year, subject to the approval of the appropriate supervisor.

- 17.2 When New Year's Day, Independence Day, Veteran's Day, or Christmas Day fall on a Sunday, the following day shall be substituted as the holiday. When these same holidays fall on a Saturday, the preceding day shall be substituted as the holiday.
- 17.3 All full-time Public Works employees will receive the same number of holidays off regardless of individual's work week schedule varying from Monday through Friday.

ARTICLE 18 VACATIONS

18.1	1 through 5 years	10 days
	6 through 10 years	15 days
	During 11 th year	16 days
	During 12 th year	17 days
	During 13 th year	18 days
	During 14 th year	19 days
	15 through 20 years	20 days
	During 21st year	21 days
	During 22 nd year	22 days
	During 23 rd year	23 days
	During 24 th year	24 days
	During 25 th year and subsequent years	25 days

ARTICLE 19 SICK LEAVE

- 19.1 Sick leave shall be granted to full-time employees at the rate of one work day for each calendar month of full-time service or a fraction thereof.
- 19.2 Sick leave may be used only for absences specified in the City's Personnel Policies and Procedures. Employees may use up to five days for the death of a mother-in-law, or father-in-law; and up to three days for any person having the following relationship to an employee or a living, deceased, or divorced spouse: grandparent, brother, brother-in-law, sister, sister-in-law, uncle, aunt, nephew, niece, grandchild, stepchild, or cousin. Employees will also be eligible for bereavement leave pursuant to City Personnel Policies and Procedures.
- 19.3 An employee must notify the supervisor on duty at least one-half hour prior to going on duty if the employee will be taking sick leave and state the reason. The department head may require a doctor's certification of the employee's illness and recovery after any absence if there is sufficient reason for the department head to suspect abuse of sick leave. The department head will state his or her reasons for requiring any doctor's certificate.
- 19.4 Employees with three or more years of employment whose employment is terminated due to retirement, disability, permanent layoff, or other honorable condition (i.e., two weeks notice) will be granted severance pay equaling one-half of their unused sick leave at their current hourly rate of pay, up to a maximum of 480 hours.
- 19.5 Each employee shall declare one of the following programs to participate in for the duration of the contract. Employees hired after January 1, 2014 must participate in Option B Wellness Program.

Option A – Sick Leave Incentive Program:

Employees with superior attendance records qualify for a cash bonus up to a maximum of \$400, according to the following schedule:

Sick Leave Taken	Incentive Pay
0 hours	Hourly rate x 16 hours
8 hours or less	Hourly rate x 12 hours
16 hours or less	Hourly rate x 8 hours
24 hours or less	Hourly rate x 4 hours

Incentive payments shall be made in conjunction with the last payroll in December. The program year shall end on November 15 and the following program year shall begin on November 16. For purposes of this program only, absences from duty because of a work-related injury shall not be considered as sick leave taken.

Option B – Wellness Program:

Employees participate in annual biometric screenings, including: LDL cholesterol, glucose, blood pressure, and body composition. Incentives for each of the four screenings are treated separately. For each qualifying biometric screening result, an employee will receive four hours of vacation or four hours of pay (\$100.00 maximum), up to a maximum of 16 hours of vacation or 16 hours of pay (\$400.00 maximum) if all four biometric screening results qualify. The qualifying levels for each category will be established by the EMPLOYER on an annual basis.

ARTICLE 20 HEALTH INSURANCE

- 20.1 The employer shall increase its contribution toward single and family health insurance premiums the same as for non-union employees. The effective date of any increase in the EMPLOYER'S contribution for health insurance premiums shall coincide with the policy renewal date.
- 20.2 The employer agrees to contribute \$25.65 per employee per month to a dental insurance trust program. The amounts thus contributed shall be used by the trust which is established through the UNION to provide dental insurance for the members of this bargaining unit in accordance with the terms of the trust. The agreement to provide this contribution shall contain an agreement by the UNION to hold the EMPLOYER harmless from any suits relating to any acts or omissions relating to this program other than failure to make the appropriate contributions. The EMPLOYER agrees to deduct from payroll any amount of dental insurance premium owed by an employee upon 30-day written notice of same.

ARTICLE 21 INJURY LEAVE

- 21.1 If any employee is injured in the line of duty and becomes eligible for Worker's Compensation, the employee may continue to draw his or her regular pay, less the amount of the Worker's Compensation check, for a period not to exceed 90 days. At the end of this time period, if the employee is unable to return to work, the employee may extend his or her injury leave by applying accrued vacation and sick leave. During the first three work days of injury leave, an employee will receive his or her regular pay, even if the employee does not receive a Worker's Compensation check for those days. Employees drawing Workers' Compensation benefits will not receive supplementary IOD pay pursuant to this Article or sick leave pay which provides for more after-tax pay than the employee made while working.
- 21.2 The EMPLOYER may require the employee to provide a doctor's certification that the employee is capable of returning to work. The City's injury leave pay may be terminated if the employee's doctor certifies that the employee is capable of returning to work, either to the employee's regular job or to another job for which the employee is physically qualified. The injured employee will allow the employer access to his or her medical records on file with the Worker's Compensation insurance carrier or Worker's Compensation Commission.

ARTICLE 22 DISCIPLINE

- 22.1 The EMPLOYER will discipline employees for just cause only. Discipline will be in the form of:
 - a. Oral reprimand;
 - b. Written reprimand;
 - c. Suspension;
 - d. Demotion; or
 - e. Discharge.

Suspension, demotions and discharges will be in written form.

- Written reprimands, notices of suspension, and notices of discharge which are to become part of an employee's personnel file shall be read and acknowledged by signature of the employee. Employees and the UNION will receive a copy of such reprimands or notices.
 - Employees may examine their own individual personnel files at reasonable times under the direct supervision of the EMPLOYER.
- 22.3 Discharges will be preceded by a five-day suspension without pay.
- 22.4 Grievances relating to this Article shall be initiated by the UNION in Step 3 of the grievance procedure under Article 6.

ARTICLE 23 COMPUTATION OF SERVICE TIME

- 23.1 In computing service time for the payment of increments and for vacation purposes, the following formula shall prevail:
 - A. When the entrance date of employment with the City is on January 1 or after and prior to October 1 of any year, such employee will be deemed to have completed one year of service at 11:59 p.m. on December 31, of such year.
 - B. When the entrance date of employment with the City is on October 1 or after and prior to December 31 at 11:59 p.m. of any year, such employee will be deemed to have completed one year's service on December 31 at 11:59 p.m. following his first anniversary with the City.

ARTICLE 24 WAGES

- 24.1 Employees shall be compensated in accordance with the wage schedule attached to this Agreement and marked Appendix A. The attached wage schedule shall be considered a part of this Agreement.
- 24.2 The EMPLOYER will reimburse employees for out-of-pocket expenses for the renewal of licenses required by the EMPLOYER above the normal CDL license.
- 24.3 Employees shall receive step movement on an annual basis from the date of employment. On promotion, an employee shall be placed on the range to which promoted at a step which is not less than three percent above the prior dollar amount on the previous range. In the event of a demotion, the employee shall be placed as though the promotion had never occurred.
- 24.4 SHIFT DIFFERENTIAL: From and after the date of ratification of this agreement, employees who work on shifts beginning after 3:00 p.m. will have a \$.55 per hour shift differential added to their base rate.
- 24.5 LEAD PERSON: The pay rate for any employee assigned to assist a supervisor as "lead person" is established at \$1.50 per hour above an employee's base salary. In order to receive pay as a "lead person" an employee must be designated in writing by the division supervisor or Public Works Director or the department head's designated representative.
- 24.6 LICENSES: The monthly payments for license holders as provided in the EMPLOYER classification program shall be as follows:

Utilities Division – may hold a maximum of two licenses

SD - WD	\$25.00 equivalent to \$0.144/hour
SC - WC	\$35.00 equivalent to \$0.202/hour
SB - WB	\$45.00 equivalent to \$0.260/hour
SA - WA	\$55.00 equivalent to \$0.317/hour

Parks Division

Tree Inspector Certification	\$35.00 equivalent to \$0.202/hour
Pesticide-Herbicide Certification	\$30.00 equivalent to \$0.173/hour
Certified Playground Inspector	\$30.00 equivalent to \$0.173/hour

Streets Division

Roads Scholar Certification \$50.00 equivalent to \$0.288/hour

Vehicle Maintenance Division

MN Commercial Vehicle Inspector \$50.00 equivalent to \$0.288/hour

Building Maintenance Division and Water Plant Operators

Licensed Boiler Inspector \$35.00 equivalent to \$0.202/hour

Employees who hold ASE certifications shall receive monthly payments as follows:

5-9 Certifications	\$35.00 equivalent to \$0.202/hour
10-13 Certifications	\$50.00 equivalent to \$0.288/hour
14+ Certifications	\$65.00 equivalent to \$0.375/hour

Employees' who have a utility license and are temporarily assigned to do utility work, will be compensated at the rate of \$.10 per hour for a D License or \$.20 per hour for a C License for each hour of such work, paid only on a straight time basis. This payment shall compensate the employee for his or her license while performing license-related work.

ARTICLE 25 SEASONAL AND TEMPORARY EMPLOYEES

- 25.1 The EMPLOYER and the UNION hereby agree that seasonal and temporary employees hired by the City in job classifications covered by the UNION'S certification of exclusive representation, will not be assigned work requiring a CDL license or be allowed to operate any off-road equipment over 50 horsepower, including skid steer loaders.
- 25.2 All overtime will be offered to full-time employees prior to offering such work to seasonal/temporary employees.
- 25.3 Seasonal and temporary employees will be paid as determined by the EMPLOYER and will not be eligible for any fringe benefits.
- 25.4 The maximum seasonal/temporary employment shall not exceed 120 work days per calendar year.
- 25.5 The provisions of this article shall be the subject of review and negotiation at the expiration of this contract.

ARTICLE 26 HEO FUNCTIONS

- 26.1 The parties agree that HEO rates will be paid to trained and certified employees operating heavy equipment after one hour of continuous operation on any work day.
- 26.2 Current HEO staff will be given first opportunity to perform HEO function overtime before such work is offered to other employees.
- 26.3 For purposes of this Article HEO pay functions include owned (or equivalent rented) equipment as follows:
 - a. Front end loaders of sizes equivalent to the two largest current city owned loaders
 - b. Backhoes of sizes equivalent to current two owned backhoes
 - c. Street sweepers of sizes equivalent to current two owned sweepers
 - d. Motor graders

- e. Chip spreaders
- f. Tandem dump trucks when carrying a snow plow
- g. Snow blower

ARTICLE 27 SAVINGS CLAUSE

27.1 This Agreement is subject to the laws of the United States, the State of Minnesota, and the City of Coon Rapids. In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be voided. All other provisions shall continue in full force and effect. The voided provision may be renegotiated at the request of either party.

ARTICLE 28 WAIVER

- 28.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provision of this Agreement, are hereby superseded.
- 28.2 The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The EMPLOYER and the UNION each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this Agreement or with respect to any term or condition of employment not specifically referred to or covered by this Agreement, even though such terms or conditions may not have been within the knowledge or contemplation of either or both of the parties at the time this contract was negotiated or executed.

ARTICLE 29 DURATION

29.1 This agreement shall be effective as of the 1st day of January, 2017, and shall remain in full force and effect until the 31st day of December, 2018. Demand for renegotiation shall be made in writing by June 1, 2018. In the event terms of a new contract are not agreed upon by December 31 of the bargaining period, the existing contract shall remain in full force until such time as a new contract is agreed upon.

IN WITNESS WHEREOF, the parties hereto of, 2016.	have executed this Agreement as of the day
FOR THE CITY OF COON RAPIDS	FOR LOCAL NO. 320, MINNESOTA TEAMSTERS PUBLIC AND LAW ENFORCEMENT EMPLOYEES UNION
Jerry Koch, Mayor	Craig Johnson, Business Agent
Matt Stemwedel, City Manager	

Appendix A

COON RAPIDS PUBLIC WORKS PAY PLAN 2017-2018

Appendix A (Hourly)

POSITION	COMMENCING	STEPS					
		1 st	2 nd	3 rd	4 th	5 th	6 th
Mechanic							
	January 1, 2017 (2.75% increase)	\$25.24	\$26.65	\$28.01	\$28.89	\$29.59	\$30.64
	January 1, 2018 (3.00% increase)	\$26.00	\$27.45	\$28.85	\$29.75	\$30.48	\$31.56
HEO.							
Landscape Tech.	January 1 2017 (2.750/ inarrage)	\$24.66	¢26.04	¢27.41	¢20.22	¢20.05	\$20.01
Traffic Tech.	January 1, 2017 (2.75% increase)	\$24.66	\$26.04	\$27.41	\$28.22	\$29.05	\$29.91
Storm Drain Tech. Athletic Field Tech.	January 1, 2018 (3.00% increase)	\$25.40	\$26.82	\$28.23	\$29.07	\$29.92	\$30.81
Building Custodian II							
Maintenance Worker	January 1, 2017 (2.75% increase)	\$23.49	\$24.77	\$26.09	\$26.90	\$27.67	\$28.51
	January 1, 2018 (3.00% increase)	\$24.19	\$25.51	\$26.88	\$27.71	\$28.50	\$29.37
Building Custodian I	January 1, 2017 (2.75% increase)	\$22.30	\$23.53	\$24.75	\$25.50	\$26.25	\$27.07
	January 1, 2018 (3.00% increase)	\$22.97	\$24.24	\$25.49	\$26.26	\$27.04	\$27.88
Water Plant Operator	January 1, 2017 (2.75% increase)	\$26.50	\$27.95	\$29.42	\$30.32	\$31.23	\$32.15
	January 1, 2018 (3.00% increase)	\$27.30	\$28.79	\$30.30	\$31.23	\$32.16	\$33.12
Lead Person	\$1.50 per hour above employee's base	salary.					

In the event of rounding differences, payroll rounding shall prevail.

Appendix B

LETTER OF UNDERSTANDING Between CITY OF COON RAPIDS And TEAMSTERS LOCATION NO. 320

The purpose of this Letter of Understanding is to assist both Labor and Management in applying the new rules for Commercial Drivers License (CDL) holders.

The following conditions will apply to all Public Works employees in the Local No. 320 bargaining unit.

- 1. If an employee temporarily loses his or her driver's license and/or CDL, the employer will grant a "one-time" 60-day accommodation by assigning the employee to duties that do not require a driver's license or CDL. If the employee does not have his or her driver's license or CDL reinstated within 60 days, the employee may be terminated.
- 2. If an employee is convicted for an alcohol or controlled substance-related violation, which results in the loss of a driver's license for more than 60 days, the employee may be terminated.
- 3. The application of this agreement will begin as of the date of an employee's license revocation regardless of subsequent procedures contesting the revocation.
- 4. This Letter of Understanding applies to driving violations outside the workplace.
- 5. This Letter of Understanding does not include positive test results from the Department of Transportation's required random testing.

This Letter will remain in effect until December 31, 2018. This Letter of Understanding may be extended, modified, or eliminated at either party's request.

For the City of Coon Rapids	For Teamsters Local 320			
Matt Stemwedel, City Manager	Craig Johnson, Business Agent			
Date:	Dated:			

Exhibit C

Letter of Understanding
between
City of Coon Rapids
And
Minnesota Teamsters Public
And Law Enforcement
Employees' Union, Local No. 320

The purpose of this Letter of Understanding is to memorialize the principles and current practice regarding how overtime is, and will be, allocated within the Coon Rapids Public Works Department, in order to maximize the efficient use of taxpayer dollars.

- 1. All employees classified as Maintenance Workers, HEOs, Water Treatment Plant Operators, Lead Workers, and Mechanics within the City are required, at a minimum, to possess a valid Class B driver's license including tanker and air brake endorsements.
- 2. It is the City's practice to offer overtime opportunities among qualified full time employees within a division as equally as practicable.
- 3. If the need for additional personnel extends beyond the Division, the intent will be to offer overtime to other qualified full time employees within the Department as equally as practicable.
- 4. Both parties recognize that certain overtime work situations demand specific skills and abilities in order to maximize the efficiencies of completing the job.
- 5. Management retains the sole determination of qualifications for any overtime situation and retains the right to assign such overtime, subject to meeting the intent of this Letter of Understanding.
- 6. This Letter of Understanding shall be construed as separate and independent from the collective bargaining agreement, and shall expire in its entirety on December 31, 2018.

FOR THE CITY OF COON RAPIDS	FOR TEAMSTERS LOCAL NO. 320				
Matt Stemwedel, City Manager	Craig Johnson, Business Agent				
Dated:	Dated:				

Appendix D

Letter of Understanding between **City of Coon Rapids** And Minnesota Teamsters Public **And Law Enforcement** Employees' Union, Local No. 320

The purpose of this Letter of Understanding is to assist both labor and management in providing guidelines for compensating maintenance worker employees who perform mechanic functions in specific situations. This letter is not meant to preclude current teamwork practices of helping team members or for activities such as delivering vehicles, retrieving parts, etc. The following conditions will apply to all Public Works employees in Local No. 320 Bargaining Unit.

The current collective bargaining agreement has no provision for compensating an employee for "out of classification" work.

In order to be compensated as a mechanic, any Local No. 320 Bargaining Unit member who is not currently classified as a mechanic must meet the following minimum criteria to receive compensation as a mechanic.

- 1. An employee must demonstrate appropriate training and certification as a mechanic by providing evidence of having an associate or technical degree in automobile or truck repair and at least two years on the job experience within the last 10 year period working as a mechanic.
- 2. The work must be performed in a location other than the mechanic worker's normal work site.
- 3. A formal written request must be made by the Vehicle Maintenance Supervisor for the employee to assist and the request must be approved by the employee's supervisor.
- 4. The employee must work a minimum of one (1) hour as a mechanic to receive compensation out of classification as a mechanic.

This Letter will remain in effect through December 31, 2018. As of January 1, 2019, this Letter of Understanding will no longer be in effect and may not be used to establish a binding past practices for any other purpose. This Letter may be extended or modified by mutual written agreement of the parties.

FOR THE CITY OF COON RAPIDS	FOR TEAMSTERS LOCAL NO. 320			
Matt Stemwedel , City Manager	Craig Johnson, Business Agent			
Dated:	Dated:			

Appendix E

Letter of Understanding
Between
City of Coon Rapids
And
Minnesota Teamsters Public and
Law Enforcement
Employees' Union, Local No. 320

The purpose of this Letter of Understanding (LOU) is to memorialize the agreement between the City of Coon Rapids (the EMPLOYER) and Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320 (the UNION) concerning seasonal and temporary employees as established in Article 25 of the Collective Bargaining Agreement.

- 1. The EMPLOYER may hire seasonal workers as needed who are allowed to work no more than 67 working days between April 15 and October 15 each year. Per Minnesota State Statute 179A.03, Subd. 14(f), seasonal employees that are under the age of 22 and are currently enrolled in a nonprofit or public educational institution prior to being hired by the EMPLOYER and have indicated that they will be enrolled at an educational institution for the next academic year or term are eligible to work 100 working days in a calendar year. The EMPLOYER and the UNION hereby agree that seasonal employees hired by the City in job classifications covered by the UNION'S certification of exclusive representation, will not be assigned work requiring a Commercial Driver's License or be allowed to operate any off-road equipment over 50 horsepower, including skid steer loaders.
- 2. The EMPLOYER may hire up-to six (6) temporary maintenance workers who are allowed to work a maximum of 180 calendar days in either a full-time or part-time capacity between April 1 and October 31 each year. Temporary employees who are scheduled to work 180 days in a calendar year will be subject to paying union dues beginning the first day of their employment. Temporary employees will be assigned to one department for the duration of their 180 day work schedule. The EMPLOYER and the UNION hereby agree that temporary employees hired by the City in job classifications covered by the UNION'S certification of exclusive representation, will not be assigned work requiring a Commercial Driver's License or be allowed to operate any off-road equipment over 50 horsepower except for skid steer loaders for bucket or loading work at the Public Works facility.
- 3. Seasonal employees will be paid as determined by the EMPLOYER and will not be eligible for any fringe benefits. Temporary employees described in Article 25.2 shall receive an hourly rate equal to 60% of the base pay for Maintenance Worker, including the ability to progress through steps, and will not be eligible for any fringe benefits. Seasonal and temporary employees will not be considered internal candidates for internal transfer or promotional opportunities.

- 4. The EMPLOYER agrees to provide the UNION with bi-weekly reporting of seasonal and temporary worker days worked status.
- 5. The EMPLOYER and the UNION agree to meet and confer approximately half-way through the length of the contract to discuss this LOU.

Where in conflict, the language of this LOU supersedes the language contained in Article 25 of the collective bargaining agreement. This LOU will remain in effect from January 1, 2017 to December 31, 2018.

FOR THE CITY OF COON RAPIDS	FOR TEAMSTERS LOCAL NO. 320	
Matt Stemwedel, City Manager	Craig Johnson, Business Agent	
Dated:	Dated:	

Appendix F

Letter of Understanding
between
City of Coon Rapids
and
Minnesota Teamsters Public
and Law Enforcement
Employees' Union, Local No. 320

The purpose of this Letter of Understanding (LOU) is to establish the EMPLOYER'S support for UNION participation in the Minnesota State Retirement System – Health Care Savings Plan (HCSP). Contributions to the HCSP plan must be agreed upon by both the bargaining unit and employer and written into a collective bargaining agreement. Therefore, the EMPLOYER agrees to enter into a LOU with the UNION to establish such a plan provided that the plan is ratified by its membership and receives the approval of the Minnesota State Retirement System.

This LOU will remain in effect from January 1, 2017 to December 31, 2018.

FOR THE CITY OF COON RAPIDS	FOR TEAMSTERS LOCAL NO. 320		
Matt Stemwedel, City Manager	Craig Johnson, Business Agent		
Dated:	Dated:		



City Council Regular 22.

Meeting Date: 12/20/2016

Subject: Adopt Resolution 16-139 Approving 2017-2018 International Association of

Firefighters Labor Agreement

Submitted For: Matt Stemwedel, City Manager

From: Maria Carrillo Perez, Assistant to the City Manager

INTRODUCTION

The Council is requested to formally ratify the terms of the negotiated labor agreement for 2017-2018 between the City of Coon Rapids and the International Association of Firefighters Union Local No. 1935 representing the Firefighters bargaining unit.

DISCUSSION

A two-year (2017-2018) agreement has been reached between the City Manager and the International Association of Firefighters Union Local No. 1935 (Union) which represents the City's full-time firefighters. The Union membership ratified the contract on November 29, 2016. The substantive terms of the agreement are summarized below:

- 1. Contract Duration: Two years, calendar years 2017 and 2018.
- 2. Title Change: Amended to change the job classification title of Captain to Battalion Chief. This change only represents a title change to this classification and not a change to job responsibilities or pay.
- 3. New Position Classification: Amended to add a new position classification of Captain. The City will hire not fewer than 3 positions at 7.5% above top firefighter pay. The position description will be approved by the Civil Service Commission.
- 4. Acting Battalion Chief and Captain: eliminate current acting captain practice.
- 5. Wages: Appendix A amended as follows
- 2.75% increase to base wages effective January 1, 2017
- 3.00% increase to base wages effective January 1, 2018
- 6. Appendix D: A Letter of Understanding (LOU) was developed to memorialize the City's support for Union membership participation in the Minnesota State Retirement System Health Care Savings Plan when such a plan is ratified by the Union.

RECOMMENDATION

Staff recommends the Council adopt Resolution No. 16-139, approving the labor agreement between the City and the International Association of Firefighter Union Local No. 1935.

BUDGET IMPACT:

The wage increases have been appropriately budgeted within the 2017 City budget. The wage increases for 2018 will be included in future budgets. For reference, the cost of living adjustments included in this agreement mirror the adjustments included in the proposed Teamsters Local No. 320 (Public Works) agreement, which is also up for consideration at tonight's City Council meeting.

Attachments

RESOLUTION 16-139 2017-2019 Fire Union Contract

RESOLUTION 16-139

RESOLUTION APPROVING A LABOR AGREEMENT BETWEEN THE CITY OF COON RAPIDS AND MINNESOTA INTERNATIONAL ASSOCIATION OF FIREFIGHTERS UNION LOCAL NO. 1935 FOR THE TERM JANUARY 1, 2017 THROUGH DECEMBER 31, 2018

- WHEREAS, the City of Coon Rapids ("City") recognizes the International Association of Firefighters Union Local No. 1935 ("Union"), as the exclusive bargaining representative under Minnesota Statutes, Chapter 179A, for public works job classifications identified in the collective bargaining agreement; and
- **WHEREAS**, representatives of the City of Coon Rapids and representatives of the International Association of Firefighters Union Local No. 1935, representing the public works bargaining unit, reached a tentative agreement through the collective bargaining process.
- **NOW, THEREFORE, BE IT RESOLVED** that the City Council of Coon Rapids, Minnesota approves the terms of the tentative agreement, which are as follows:
 - 1. Contract Duration: Two years, calendar years 2017 and 2018.
 - 2. Title Change: Amended to change the job classification title of Captain to Battalion Chief.
 - 3. New Position Classification: Amended to add a new position classification of Captain. The City will hire not fewer than 3 positions at 7.5% above top firefighter pay. The position description will be approved by the Civil Service Commission.
 - 4. Acting Battalion Chief and Captain: Eliminate current system of acting captain.
 - 5. Wages: Appendix A amended as follows
 - 2.75% increase to base wages effective January 1, 2017
 - 3.00% increase to base wages effective January 1, 2018
 - 6. Appendix D: A Letter of Understanding (LOU) was developed to memorialize the City's support for Union membership participation in the Minnesota State Retirement System Health Care Savings Plan when such a plan is ratified by the Union.
- **BE IT FURTHER RESOLVED** that the City Council authorizes the Mayor and the City Manager to execute four copies of a contract reflecting the terms of the settlement upon receipt of the same executed by the designated bargaining unit representatives.

Adopted by the Coon Rapids City Council this 20th day of December, 2016.

Page 2 of 2		
	Jerry Koch, Mayor	
ATTEST:		
Joan Lenzmeier, City Clerk		

Resolution No. 16-139

CITY OF COON RAPIDS

AND

INTERNATIONAL ASSOCIATION OF FIREFIGHTERS UNION LOCAL NO. 1935

January 1, 2017 to December 31, 2018

TABLE OF CONTENTS

ART	ICLE 1	PAGE
1.	Purpose of Agreement	1
2.	Recognition	1
3.	Union Security	1
4.	Discrimination	2
5.	Rights, Privileges and Working Conditions	2
6.	Management Rights	2
7.	Grievance Procedure	3
8.	Definitions	5
9.	Work Schedules	6
10.	Promotions	6
11.	Discipline	7
12.	Seniority	7
13.	Overtime	7
14.	Clothing Allowance	8
15.	Detail to Higher Position	9
16	Vacation and Holidays	9
17.	Sick Leave	11
18.	Health and Welfare	13
19.	Injury on Duty	14
20.	Computation of Service Time	15
21.	Longevity	15
22.	Personnel Reduction	15
23.	Savings Clause	15
24.	Duration	16
	Signatory page	16
	Appendix A – Salary Schedule	17
	Appendix B – Holiday and Vacation Requests	19
	Appendix C – City's Administrative Orders Manual, Section 149.2	21
	Appendix D- Letter of Understanding Regarding Union Participating in the . Minnesota State Retirement System – Health Care Savings Plan	22

2017-2018 AGREEMENT BETWEEN THE CITY OF COON RAPIDS, MINNESOTA AND

INTERNATIONAL ASSOCIATION OF FIREFIGHTERS UNION, LOCAL NO. 1935

ARTICLE 1 PURPOSE OF AGREEMENT

- 1.1 This Agreement is entered into between the City of Coon Rapids, hereinafter called the EMPLOYER, and the International Association Firefighters Union Local No. 1935, hereinafter called the UNION. It is the intent and purpose of this Agreement to:
 - A. Establish certain hours, wages, and other conditions of employment; and
 - B. Establish procedures for the resolution of disputes concerning this Agreement's interpretation or application.
- 1.2 The EMPLOYER and the UNION, through this Agreement, continue their dedication to the highest quality of public service. Both parties recognize this Agreement as a pledge of this dedication. Both parties also agree that unnecessary clauses should be eliminated from this agreement, and that wherever possible, such clauses will be included in departmental administrative procedures.

ARTICLE 2 RECOGNITION

2.1 The EMPLOYER recognizes the UNION as the exclusive representative, for all uniformed, full-time firefighters under Minnesota Statutes, Section 179A.03, Subd. 8, except for the following job classifications: Fire Chief and Assistant Fire Chief.

ARTICLE 3 UNION SECURITY

- 3.1 In recognition of the UNION as the formal representative, the EMPLOYER shall:
 - A. Deduct each payroll period an amount sufficient to provide the payment of dues established by the UNION from the wages of all employees authorizing in writing such deduction on the form provided by the UNION; and
 - B. Remit such deduction to the appropriate designated officer of the UNION once each month, unless other arrangements are agreed to by the EMPLOYER and the UNION.

- C. The UNION may designate certain employees from the bargaining unit to act as stewards and shall inform the EMPLOYER in writing of such choice.
- D. The UNION shall indemnify and save the EMPLOYER harmless against any and all claims, demands, suits, or other forms of liability which may arise out of any action taken or not taken by the EMPLOYER for the purpose of complying with the provisions of this section.
- E. Consistent with the public interests and with the permission of the Fire Chief or his designate, the City agrees that a UNION representative shall, without loss of pay, be allowed to investigate and pursue grievances, attend negotiation meetings, consult with City representatives, and meet with local UNION officials or other UNION representatives concerning the enforcement of any provisions of this Agreement.

ARTICLE 4 DISCRIMINATION

4.1 The EMPLOYER agrees not to discriminate against any employee for activity on behalf of the UNION or for membership in the UNION. The EMPLOYER and the UNION agree that there shall be no discrimination against any employees because of race, creed, sex, or religion.

ARTICLE 5 RIGHTS, PRIVILEGES AND WORKING CONDITIONS

- 5.1 Firefighters shall not be required to perform services normally provided by skilled tradesmen except to the extent that such work is now being performed by the firefighters.
- 5.2 The UNION agrees that its members shall comply with all Fire Department rules and regulations, including those relating to conduct and work performance. The EMPLOYER agrees that departmental rules and regulations which affect working conditions and performance shall be subject to the grievance procedure. Changes to existing rules and regulations will be submitted by the Fire Chief to the UNION for its review and input at least two weeks prior to the date the rules go into effect.

ARTICLE 6 MANAGEMENT RIGHTS

6.1 The prerogatives and authority which the EMPLOYER has not officially abridged, delegated, or modified by this Agreement are retained by the EMPLOYER, such as, but not limited to:

- A. Direct employees in their daily work and establish the methods and processes by which work is performed.
- B. Hire, promote, transfer, assign, retain employees in positions and suspend, demote, discharge or take disciplinary action against employees except as modified by rules of the Coon Rapids Police and Fire Civil Service Commission.
- C. Relieve employees from duties because of lack of work or other legitimate reasons.
- D. Maintain the efficiency of the government operations.
- E. Determine the methods, means, job classifications, and personnel by which such operations are to be conducted.
- F. Take whatever actions which may be necessary to carry out the missions of the agency in situations of emergency.
- G. Make and enforce reasonable rules and regulations, subject to the grievance procedure.

ARTICLE 7 GRIEVANCE PROCEDURE

- 7.1 This grievance procedure is established to resolve any specific dispute between the employee and the EMPLOYER concerning, and limited to, the interpretation or application of the provisions of this Agreement.
- 7.2 A grievance shall be resolved in the following manner: The grievance shall set forth the nature of the grievance, the facts on which it is based, the specific provision(s) of the Agreement allegedly violated, and the relief requested.

Step 1

Any employee claiming a specific disagreement concerning the interpretation or application of the provisions of this Agreement shall, within 15 calendar days of the first occurrence or within 15 days of the time the employee reasonably should have knowledge of the occurrence, whichever is later, discuss the complaint orally with the Assistant Fire Chief. The Assistant Fire Chief shall attempt to adjust the complaint at that time.

Step 2

If a complaint is not resolved in Step 1 and the employee wishes to file a grievance, the employee shall, within seven calendar days of the oral discussion with the Assistant Fire Chief, serve a written copy of the grievance to the Fire Chief and the UNION. The Fire Chief shall respond in writing to the employee and the UNION within seven calendar days after receipt of the grievance.

Step 3

If the grievance is not resolved in Step 2 and the UNION wishes to continue the grievance the UNION shall, within seven calendar days after receipt of the Fire Chief's answer, present the written grievance and replies to the City Manager. The City Manager shall give the UNION and the employee a written answer within seven calendar days after receipt of the grievance.

Step 4

If a grievance is not resolved in Step 3 and the UNION wishes to continue the grievance, the UNION may, within seven calendar days after receipt of the City Manager's answer, refer the written grievance to arbitration. The parties shall attempt to agree upon an arbitrator within seven calendar days after receipt of notice of referral; in the event the parties are unable to agree upon an arbitrator within seven calendar days, either party may request the State of Minnesota Bureau of Mediation Services to submit a list of arbitrators. Both the EMPLOYER and the UNION shall have the right to alternatively strike names from the list. In the event the parties cannot agree on the party striking the first name, the decision will be decided by a coin flip. The remaining person shall be the arbitrator. The arbitrator shall be notified of his or her selection by a joint letter from the EMPLOYER and the UNION, which requests a time and location, subject to the availability of the EMPLOYER and the UNION representatives. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from, the provisions of the Agreement. The arbitrator shall be limited to only the specific written grievance submitted by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not submitted. The arbitrator's decision shall be submitted in writing within 30 calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The decision shall be based solely upon the arbitrator's interpretation of the meaning or application of expressed terms of this Agreement as applied to the facts of the grievance presented. The arbitrator's fee and expenses shall be divided equally between the EMPLOYER and the UNION. Each party shall be responsible for compensating its own representatives and witnesses.

- 7.3 The EMPLOYER and the UNION mutually agree that the grievance and the arbitration procedures contained in this Agreement are the sole and exclusive means of resolving all grievances arising under this Agreement.
- 7.4 An employee presenting a grievance may elect to be represented by a UNION representative of the employee's choice at any step in the grievance procedure.
- 7.5 The time limits established by this Article may be extended by mutual consent of the EMPLOYER, the employee, and the UNION.
- 7.6 If the finding or resolution of a grievance at any step in the procedure is not continued within the prescribed time limits, said grievance shall be considered resolved on the basis of the last answer provided, and there shall be no further appeal or review. Should the EMPLOYER not respond within the prescribed time limits, the grievance will proceed to the next step.

ARTICLE 8 DEFINITIONS

- 8.1 BASE PAY RATE: The employee's monthly pay rate exclusive of any other special allowances.
- 8.2 BATTALION CHIEF/FIRE MARSHAL: An Employee appointed by the Chief to supervise fire inspection activities of the Department and to conduct investigations as specified in the appropriate civil service positions descriptions. This is classified as a 40-hour position.
- 8.3 DEPARTMENT: The City of Coon Rapids Fire Department.
- 8.4 DEPARTMENT HEAD: Fire Chief or his/her designated representative.
- 8.5 EMPLOYEE: A member of the formally recognized bargaining unit.
- 8.6 EMPLOYER: The City of Coon Rapids, Minnesota.
- 8.7 ESSENTIAL EMPLOYEE: An employee filling a position eligible to be covered and in fact covered by the Public Employee Police and Fire Retirement Fund, as defined in M.S. 353.64.
- 8.8 BATTALION CHIEF: An employee appointed by the Chief to perform leadership and supervisory services and functions as specified in the appropriate civil service position description.
- 8.9 FIRE CAPTAIN: An employee appointed by the Chief to perform leadership and supervisory services and functions as specified in the appropriate civil service position description.
- 8.10 FIREFIGHTER: An employee appointed by the Chief to perform firefighting services and functions as specified in the appropriate civil service position description.
- 8.11 FIREFIGHTER/INSPECTOR: An employee appointed by the Chief to perform fire inspection services and functions as specified in the appropriate civil service position description. This position includes a 40-hour inspector and three shift inspectors.
- 8.12 FIRE PREVENTION SPECIALIST/FIREFIGHTER: An Employee appointed by the Chief to perform fire prevention services and functions as specified in the appropriate civil service position description. This is a 40-hour position.
- 8.13 HOLIDAYS: Days off with pay as specified by Minnesota Statutes or City ordinance.

- 8.14 OVERTIME: Work performed at the express authorization of the EMPLOYER at times other than the normal tour of duty.
- 8.15 OVERTIME RATE: One and one-half times the employee's hourly rate based on a 56 or 40 hour work week, as applicable.
- 8.16 PROBATION: All new or rehired employees will serve a six-month probationary period.
- 8.17 SENIORITY: The length of continuous service with the Fire Department.
- 8.18 SHIFT: Twenty-four hour duty tour or working day.
- 8.19 UNION: International Association of Firefighters (IAFF) Local No. 1935.
- 8.20 UNION MEMBER: A member of International Association of Firefighters Local No. 1935.
- 8.21 WORK CYCLE: A work cycle shall be 21 days in length and shall begin on a Wednesday.

ARTICLE 9 WORK SCHEDULES

9.1 A normal work week will average 56 hours apportioned on the basis of 24-hour duty tours over a three-week period. Any change in the present shift schedule will be made by unanimous vote of a two-person committee, one from the UNION and one from the EMPLOYER. The Fire Marshal, Fire Prevention Specialist/Firefighter, Fire Inspector/Firefighter, and any employees acting as Assistant Chief will work a normal 40-hour work week.

ARTICLE 10 PROMOTIONS

10.1 All promotions or jobs below the rank of Chief and Assistant Chief within the Fire Department will be filled from the ranks through competitive examinations conducted by the Coon Rapids Police and Fire Civil Service Commission. When all conditions are equal, seniority will prevail where it is not inconsistent with veterans' preference and Civil Service Regulations.

ARTICLE 11 DISCIPLINE

11.1 The EMPLOYER may discipline employees for just cause; such discipline will include verbal reprimand, written reprimand, suspension, demotion, or dismissal in accordance with regulations of the Coon Rapids Police and Fire Civil Service Commission.

ARTICLE 12 SENIORITY

12.1 Seniority will apply whenever possible when all conditions are equal as to promotions, shift schedules, and vacations. The City Manager or City Manager's authorized representative has final authorization to determine the need and interests of the City in making assignments without regard to seniority.

ARTICLE 13 OVERTIME

- 13.1 Employees will receive compensation at the overtime rate of one and one-half times their normal rate for all overtime in excess of 159 hours in a 21-day cycle as prescribed by the Fair Labor Standards Act.
- Employees will receive compensation at the overtime rate with a two-hour minimum for the following:
 - A. Responding or standing by in any station for an emergency fire call if ordered to do so by the Chief, Assistant Chief or Battalion Chief.
 - B. Responding to all general or company alarms.
 - C. Attendance by Battalion Chief at Battalion Chiefs' meetings or other functions upon direction of the Chief or Assistant Chief.
- 13.3 Any emergency call back generated between the hours of twelve midnight and 6 a.m. will be compensated at a three-hour minimum.
- 13.4 Employees will receive compensation based on the Fair Labor Standards Act for all overtime such as staffing, special drills, and attendance for courses taken by a firefighter while off duty, which are required by the Fire Chief or the Fire Chief's designee. Approval for compensation for attending such school shall be received prior to attendance. No payment shall be made for those courses which firefighters volunteer to attend, in which it will require them to be away from the City for a night or more and for which the employee's expenses are paid for by the City.

- 13.5 Extension of Duty. Any firefighter required to work past his or her normal tour of duty shall be compensated at the overtime rate for the actual time worked to the nearest half hour with a one-hour minimum. No compensation shall be paid for less than 15 minutes of extension of duty.
- 13.6 The following shift change runs regulations shall apply:
 - A. Oncoming shift will be paid for all district or general alarms that are struck before 0745.
 - B. Oncoming shift will not be paid for any station run that comes in after the employee has come into the station reporting for duty.
 - C. Off-going shift will be paid for any general alarm sounded on their shift that extends beyond 0800.
- 13.7 After all units and equipment are back in service, employees will be released by order of the Chief's designee. If an employee, after being released from duty, elects to remain at the fire station, the employee will not receive additional pay within the two-hour limit except for a general alarm which extends beyond the two-hour limitation, which will be considered as an extension of duty and paid accordingly.
- 13.8 Upon ratification of this contract, any holidays taken will be counted as "hours worked" for purposes of the FLSA calculation.

ARTICLE 14 CLOTHING ALLOWANCE

- 14.1 The EMPLOYER will furnish to each new employee a standard set of uniforms, including turn-out gear. Annually, a uniform maintenance allowance will be paid to each employee. Employees must provide the City with a receipt indicating the amount of a uniform purchase in order to receive the uniform maintenance allowance in the amount of the purchase.
- 14.2 Uniform items will be required to be replaced after they are no longer fit to wear, as determined by the Fire Chief, Assistant Fire Chief, or Battalion Chief. Forty hour week employees' uniform replacement will be determined by their immediate supervisor. New employees will have all items replaced by the EMPLOYER that are damaged during their first year of employment. The uniform allowance will be \$505.00 in 2017 and 2018. The uniform allowance will be credited on the first payday of each year. The uniform allowance will be applied as follows:
 - 1. Amounts directly billed to the City from an approved vendor for uniform items;

2. Annually reimburse for qualified expenditures accompanied by receipts. Unused amounts will not be carried over to the following year. Amounts purchased by the employee from a vendor in excess of the uniform allowance must be reimbursed to the City by the end of the year.

Required uniform is defined as follows: short-sleeve shirts, long-sleeve shirts, matching trousers, T-shirts, shoes, hat, belt, coat, badges, nameplates, and lapel insignias. All required patches will be supplied by the EMPLOYER. Turn-out gear shall be provided by the EMPLOYER and shall include the following items: approved crash helmet, coat, bunker pants, boots, and gloves. It is the EMPLOYER's responsibility to conform to any changes or additions to uniform or turn-out gear required by city, state, or federal agencies. Changes in uniform style and quality will be approved by a committee composed of equal representation from the EMPLOYER and the UNION. The City will repair or replace eye glasses, dentures (and other personal items necessary to the employee's performance of duties) when lost or damaged in the line of duty. To be eligible for reimbursement, the Daily Report to Chief must contain a notation of damage on the day of occurrence and a copy of the employee's personal property damage report. The Chief under extenuating circumstances may accept notice of damage given after the date of occurrence. Uniforms will be worn only according to departmental regulations. Upon retirement from service, either because of disability or in good standing, the employee's badge shall be presented to the UNION for presentation to the employee in the form of a plaque.

ARTICLE 15 DETAIL TO HIGHER POSITION

15.1 Any employee covered by this Agreement who is required to accept the responsibilities and carry out the duties of a position or rank above that normally held shall be paid at the rate for that position or rank while so acting on an hourly basis. Employees detailed to a position of higher rank including Assistant Chief, Battalion Chief, or Captain must be detailed in writing. Any detail to a higher position for a period of less than 24 hours will be detailed by the department head.

ARTICLE 16 VACATION AND HOLIDAYS

16.1 Full-time firefighters working a 24-hour shift will receive the following vacation schedule during the year specified:

<u>Year</u>	<u>Shift</u>
1 through 2 years	3
3 through 4 years	4
5 through 6 years	5
7 through 8 years	6

5
5
5

- 16.2 Initial entry probationary employees shall not be entitled to use vacation days until after successful completion of their probationary period.
- 16.3 Employees working a 40-hour week will accrue vacation in accordance with the following schedule:

Years of service	Days of accrual
1 through 5	10
6 through 10	15
11 th	16
12 th	17
13 th	18
14 th	19
15 th through 20 th	20
21 st	21
22 nd	22
$23^{\rm rd}$	23
24 th	24
25 th and subsequent years	25

16.4 Full-time firefighters will receive 12 shifts off each year in lieu of holidays. Holidays represented are:

New Year's Day Martin Luther King Day	January 1 3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	4 th Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Veteran's Day	November 11
Thanksgiving	4 th Thursday in November
Day after Thanksgiving	4 th Friday in November
Christmas Eve (1/2 shift)	December 24
Christmas Day	December 25
New Year's Eve (1/2 shift)	December 31
One additional floating holiday	(This holiday becomes vested as of July 1)

- 16.5 Probationary employees shall be entitled to holidays as they become vested. A holiday shall vest on the day of the holiday (e.g., New Year's Day vests on January 1). The floating holiday shall vest upon completion of the probationary period or July 1, which ever is later.
- 16.6 Employees will be given the option of selling back holidays to the City at the employee's straight time rate of pay (monthly rate divided by 242 2/3 hours time 24 equals holiday pay). The option to sell back must be exercised by November 15 of each year; however, the EMPLOYER may extend or waive this time requirement for individuals where appropriate cause is shown. Payment for holidays sold back shall be made in conjunction with the pay period during which the holiday is sold back. Employees resigning or leaving the service during the year in good standing shall receive a pro-rated share of the unused holidays. Holiday and vacation requests will be handled according to Appendix B of this Agreement.

ARTICLE 17 SICK LEAVE

- 17.1 Sick leave shall be granted at the rate of one working day for each calendar month of full time service or major fraction thereof. Employees working a 40-hour week shall accrue sick leave at the rate of eight hours per month of full-time service or major fraction thereof. Sick leave may be accumulated to a maximum of 120 days.
- 17.2 Sick leave may be used only for absence from duty because of personal illness or legal quarantine of the employee, illness or legal quarantine of the employee's child for such reasonable periods as the employee's attendance with the child may be necessary, illness of the employee's spouse, or the hospitalization of the employee's parent. A probationary employee may use earned sick leave but must repay the same if he or she does not complete the probationary period.
- 17.3 If an employee is injured while working at a second job, the City shall have a priority claim against any second job work comp receipts to the extent that the City has paid or is required to pay any compensation or benefits to the employee as a result of the injury, including, but not limited to, sick leave or vacation used or overtime required to be paid due to the employee's absence. Employees shall notify the EMPLOYER of the name and address of each EMPLOYER, other than the City, for whom the employee is working and the name and address of the workers' compensation insurer of each EMPLOYER. Employees shall authorize the City to notify each employee and its workers' compensation insurer of this provision of the Agreement and request notification from the insurer whenever benefits are paid. Employees shall also notify the City whenever payments are made. The provision of this paragraph shall be applicable only to firefighters with at least two years of service in the department. For purposes of this paragraph only, service shall be computed by anniversary date.

- 17.4 In the event of the death of an employee's spouse, child, or parent of the employee or spouse, the employee may use accrued sick leave. In the event of the death of a grandparent, grandchild, brother, brother-in-law, sister or sister-in-law of an employee or spouse, an employee may use sick leave from the date of death up to and including three days after the funeral. In the event of the death of an uncle, aunt, or first cousin of the employee or his/her spouse, the employee may use one day of sick leave on the day of the funeral. Additional sick leave may be authorized upon request and approval by the department head for each of the last two categories.
- 17.5 An employee must notify the supervisor on duty at least one hour prior to going on duty if sick leave will be taken and state the reason. The department head may require a doctor's certification of the employee's illness and recovery from any absence over one day or if there is sufficient reason for the department head to suspect abuse of sick leave. The department head will state the reason for requiring any doctor's certificate.
- 17.6 Upon the death or severance under honorable conditions of an employee, 23.33% of the accumulated unused sick leave (maximum of 23.33% of 120 days) will be paid as severance pay provided the employee has a minimum of three years of employment with the EMPLOYER. For employees who work a normal 40-hour work week, severance pay shall be equal to one-half of the employee's accumulated unused sick leave (maximum of one-half of 120 days.
- 17.7 An employee who is receiving sick leave benefits as a result of an injury in a second job, shall not accumulate sick leave in any month in which he or she has not worked at least 50 percent of his or her scheduled shifts. Holidays and vacation days used shall constitute shifts worked.
- 17.8 Employees may qualify for additional compensation by meeting the following conditions:
 - A. Employees who have accrued a sick leave balance of 40 days at the start of the 12-month period, which commences on November 16 each year and ends on November 15, are eligible to receive one additional day's pay at their regular rate of pay if no sick leave is taken during the year. Employees with an 80-day accrual are eligible for two days pay. Employees with a 120-day accrual are eligible for three days pay.

Sick Leave	Compensation		
Hours Taken	40-day accrual	80-day accrual	120-day accrual
0	24 hrs. x hourly rate	48 hrs. x hourly rate	72 hrs. x hourly rate
1-12	12 hrs. x hourly rate	36 hrs. x hourly rate	60 hrs. x hourly rate
13-24	0	24 hrs. x hourly rate	48 hrs. x hourly rate
25-36	0	12 hrs. x hourly rate	36 hrs. x hourly rate
37-48	0	0	24 hrs. x hourly rate
49-60	0	0	12 hrs. x hourly rate
61+	0	0	0

B. Employees must maintain their accruals to qualify for the additional compensation in any given year.

- C. For purposes of this paragraph only, the following shall not be considered as sick leave used: (1) loss of time due to injury which occurred on the job, or (2) loss of time due to attendance at a funeral.
- 17.9 In the event the EMPLOYER finds a pattern of sick leave use which appears to represent an abuse of sick leave, the EMPLOYER shall first note the pattern to the employee and a representative of the UNION when discovered and may thereafter take appropriate action to require evidence that the suspected abuse will cease. If the pattern continues, appropriate disciplinary action will be taken.

ARTICLE 18 HEALTH AND WELFARE

- 18.1 All eligible employees shall be offered participation in the EMPLOYER'S group health insurance program. An eligible employee is defined as an individual who would be covered under the group health insurance coverage provisions of the City personnel policies. The EMPLOYER shall contribute to group health insurance on the same basis as the basic non-UNION employee program for the term of this Agreement. The effective date of any increase in the EMPLOYER'S contribution for health insurance premiums shall coincide with the policy renewal date.
- 18.2 Employees retiring from the department with vested pension rights and who have been employed by the City for a minimum of 10 years immediately prior to retirement may continue to participate in the City's group medical coverage at his or her own expense until such time as the individual reaches the age of 65 or qualifies for Medicare or Medicaid coverage, whichever occurs first. Continued participation shall be in accordance with such rules as the City may establish from time to time, but the City hereby agrees to specify continuation of this coverage in any bidding process or coverage amendment undertaken during the term of this Agreement. Continuation is, however, subject to approval and acceptance by the insurance carriers.
- 18.3 Employees hired before January 1, 2014 shall be covered by a retiree insurance program with the following eligibility conditions and requirements:
 - A. The program shall be available only to an essential employee who retires from City employment with at least 15 years of service as an essential employee with the City.
 - B. Eligibility for the City contribution to the program shall commence on the later of the employee's retirement or 55th birthday and shall cease at the earlier of the employee's death or 65th birthday.
 - C. Any employee who retires with 15 or more years of service but before reaching age 55 must maintain coverage with the group at his or her own expense in order to remain eligible for the City's contribution at age 55.

- D. The City's contribution toward this program shall be equal to the amount of the EMPLOYER contribution toward the premium for single health insurance under the group plan or plans available to active employees.
- E. Any employee eligible to continue on the group plan for single coverage may continue group coverage for dependents at the employee's own expense if not otherwise eligible for EMPLOYER contribution to dependent premium costs.
- 18.4 Employees of the bargaining unit covered by this Agreement shall be represented on an Insurance Committee. The Insurance Committee shall meet and make recommendations to the City Council regarding employee interests and concerns about the group insurance programs.
- 18.5 Physical exams of employees shall be required as follows: (1) Employees under 40 years of age shall have physical exams every three years; (2) Employees 40 through 49 years of age shall have physical exams every three years, which shall include a stress test; (3) Employees 50 years of age and older shall have physical exams, including stress tests, every two years. Such physicals shall be performed by a certified occupational health physician selected by the City. Medical data will not be released from the medical file except to the Fire Department and then only as required to support recommendations by the physician relating to physical requirements to perform the duties of the position. Alleged misuse of physical exam results will be subject to the grievance procedure.

ARTICLE 19 INJURY ON DUTY

19.1 An employee injured in the line of duty, covered by workers' compensation laws of the State of Minnesota and eligible for workers' compensation pay, shall be guaranteed his or her regular pay from the EMPLOYER for up to 42 shifts. The EMPLOYER will pay the difference between the firefighter's weekly pay and the weekly workers' compensation check. At the end of the 42 shift period, a firefighter may draw on accumulated sick leave, holidays or vacation for the difference between the workers' compensation payments and regular salary. Employees drawing workers compensation benefits will not receive supplementary injury on duty pay pursuant to this Article or sick leave pay which provides for more after tax pay than the employee made while working. The procedure to be used is provided for in Appendix C. The EMPLOYER may require the injured firefighter to provide a doctor's certificate that he or she is capable of returning to work to resume normal duties. The injured employee will allow the EMPLOYER access to his or her medical records on file with the workers' compensation insurance carrier or State Workers' Compensation Commission. If any employee does not receive a Worker's Compensation check for the first three days of injury, the EMPLOYER will provide full injury on duty pay.

ARTICLE 20 COMPUTATION OF SERVICE TIME

- 20.1 In computing service time for the payment of increments, longevity, issuing of uniforms, and for vacation purposes, the following formula shall prevail:
 - A. When the entrance date of employment with the City is on January 1 or after and prior to October 1 of any year, such employee will be deemed to have completed one year of service at 11:59 p.m. on December 31 of such year.
 - B. When the entrance date of employment with the City is on October 1 or after and prior to December 31 at 11:59 p.m. of any year, such employee will be deemed to have completed one year of service on December 31 at 11:59 p.m. following his or her first anniversary of employment with the City.

ARTICLE 21 LONGEVITY

21.1 Employees shall be eligible for the following longevity schedule:

	Percent of
Years service	base salary
After 8 years	5%
After 12 years	7%
After 16 years	9%

ARTICLE 22 PERSONNEL REDUCTION

22.1 In case of a personnel reduction, the employee with the least seniority shall be laid off first. Time in the Fire Department shall be given the utmost consideration. No new employee shall be hired until the laid-off employee has been given the opportunity to return to work.

ARTICLE 23 SAVINGS CLAUSE

23.1 This Agreement is subject to the laws of the United States, the State of Minnesota, and the City of Coon Rapids. In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or degree no appeal has been taken within the time provided, such provision shall be void. All other provisions shall continue in full force and effect. The voided provision may be renegotiated at the request of either party.

ARTICLE 24 DURATION

24.1 The provisions of this Agreement shall be effective as of January 1, 2017, and shall in effect through December 31, 2018. Portions of this Agreement may be reoper renegotiation at any time by mutual agreement of both parties. In the event terms of Agreement are not agreed upon by December 31 of the bargaining period, the exagreement shall remain in force until such time as a new Agreement is agreed upon				
	IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this day of, 2016.			
_	LOCAL NO. 1935 INTERNATIONAL OCIATION OF FIREFIGHTERS:	FOR THE CITY OF COON RAPIDS		
Tom J	Johnson, President for Local 1935	Jerry Koch, Mayor		
		Matt Stemwedel, City Manager		

APPENDIX A

PAGE 1 OF 2 CITY OF COON RAPIDS IAFF, LOCAL 1935 2017-2018 AGREEMENT

SALARY SCHEDULE

The applicable employee salaries for the calendar years 2017-2018 are shown below.

Employees will be eligible for step movement on the same basis as under the prior contract.

2017-2018 SALARY SCHEDLE (2912 HOURS PER ANNUM)

Employees Hired Prior to January 1, 2014

Effective 1/1/2017 (2.75% increase)

YEARS OF SERVICE	<u>ANNUAL</u>	HOURLY
Start	\$51,916	\$17.828
After 1 year	\$55,096	\$18.920
After 2 years	\$58,275	\$20.012
After 3 years	\$61,454	\$21.104
After 4 years	\$64,633	\$22.195
After 5 years	\$67,812	\$23.287
After 6 years	\$70,991	\$24.379
After 7 years	\$74,170	\$25.471

Effective 1/1/2018 (3.00% increase)

YEARS OF SERVICE	ANNUAL	HOURLY
Start	\$53,474	\$18.363
After 1 year	\$56,748	\$19.488
After 2 years	\$60,023	\$20.612
After 3 years	\$63,297	\$21.737
After 4 years	\$66,572	\$22.861
After 5 years	\$69,846	\$23.986
After 6 years	\$73,121	\$25.110
After 7 years	\$76,395	\$26.235

Employees Hired After January 1, 2014

Effective 1/1/2017 (2.75% increase)

YEARS OF SERVICE	<u>ANNUAL</u>	HOURLY
Start	\$51,916	\$17.828
After 1 year	\$59,332	\$20.375
After 2 years	\$66,690	\$22.902
After 3 years	\$74,170	\$25.471

Effective 1/1/2018 (3.00 % increase)

YEARS OF SERVICE	<u>ANNUAL</u>	HOURLY
Start	\$53,474	\$18.363
After 1 year	\$61,112	\$20.986
After 2 years	\$68,690	\$23.589
After 3 years	\$76,395	\$26.235

APPENDIX A

PAGE 2 OF 2 CITY OF COON RAPIDS IAFF, LOCAL 1935 2017-2018 AGREEMENT

The promotional positions will be compensated as follows:

- (a) Firefighter/Inspector and Fire Prevention Specialist/Firefighter 10% above the employee's salary.
- (b) Fire Marshal and Battalion Chief -15% above the top firefighter rate.
- (c) Captain 7.5% above the top firefighter rate.
- (d) The Chemical Assessment Team (CAT) members receive \$60 per month (\$0.247/hour for 24-hour shift employees).
- (e) Anoka County Fire Investigation Team (ACFIT) members shall receive \$60 per month commencing 1 July, 2010 (\$0.247/hour for 24-hour shift employees).
- (f) Specialized Rescue Team (SRT) members shall receive \$60 per month commencing 1 July, 2010 (\$0.247/hour for 24-hour shift employees).

ACFIT, CAT and SRT members will be assigned by the Fire Chief. Members may be removed by the Fire Chief for inadequate performance or participation with regard to the duties and responsibilities related to the specialty team for which compensation is being paid.

No member may be on more than two specialty teams.

APPENDIX B

PAGE 1 OF 2 CITY OF COON RAPIDS IAFF, LOCAL 1935 2017-2018 AGREEMENT

Holiday Request Procedure

- 1. Vacations shall have precedence over holidays, unless picked individually as stated in the vacation request procedure.
- 2. All holiday requests require approval of the appropriate Battalion Chief and the Assistant Chief with the Chief retaining the final right of approval.
- 3. Requests shall be made in writing on forms provided.
- 4. Approval or disapproval shall be given in writing. If disapproved, the reason will be stated in writing.
- 5. Holiday lists submitted to Battalion Chiefs by April 15 of the current year will assure named holidays throughout the year. Any conflict in these lists will be dealt with on a seniority first basis. When these lists are approved seniority cannot bump an employee on a listed holiday.
- 6. For purposes of this Agreement, all request not listed, as stated in paragraph 5 above, received within five (5) days of each other will be conceded as being received at the same time. Seniority shall prevail in all such cases.

Vacation Request Procedure

- 1. Vacations shall be picked, with seniority prevailing, by March 15 of the current year. Any employee being bumped, and the March 15 deadline is involved, shall have ten (10) days to resubmit a request.
- 2. If an employee splits his or her vacation, his or her second pick would be at the bottom of the seniority list.
- 3. If for any reason a vacation request is not submitted by March 15, the individual will have to wait until all first and second picks (in the case of split vacations) are approved.
- 4. All vacation requests shall be approved by the appropriate Battalion Chief and the Assistant Fire Chief, with the Fire Chief retaining the final right of approval.

APPENDIX B

PAGE 2 OF 2 CITY OF COON RAPIDS IAFF, LOCAL 1935 2017-2018 AGREEMENT

- 5. Vacations shall have precedence over holidays, unless split up into individual days. Only the first two (2) picks would come under vacation request procedures; all other would be picked as outlined in holiday request procedures.
- 6. Requests shall be made in writing on forms provided.
- 7. Approval or disapproval shall be given in writing. If disapproved, the reason will be stated in writing.
- 8. Vacation may be used on an hourly basis under the following conditions:

No more than two split shift vacations will be allowed during a work cycle except split shift vacations may also be used for attending certain classes when authorized by the Fire Chief.

- 9. Order of precedence for choosing allotted time off:
 - a. 1st pick vacation
 - b. 2nd pick vacation
 - c. Holidays
 - d. Remaining current vacation
 - e. Carry-over vacation
 - f. Hourly vacation
 - i) Full shifts of vacation or holiday shall have precedence over hourly vacation.

APPENDIX C CITY OF COON RAPIDS IAFF, LOCAL 1935 2017-2018 AGREEMENT

INJURY ON DUTY PAY

Injury on Duty Pay

Any employee injured in the line of duty who receives Worker's Compensation benefits for lost time shall continue to draw his or her regular pay, less the amount of his or her Worker's Compensation payments, for a period not to exceed 90 days (42 shifts for firefighters). No charge shall be made against the employee's accrued sick leave, compensatory time, holidays, or vacation for the above period.

Upon completion of the above period, the employee may continue to receive his or her regular pay provided that he or she has accrued sick leave, compensatory time, vacation, or holidays. The appropriate accrued time shall be charged for the difference between the employee's regular pay and his or her Worker's Compensation benefits.

At such time as the employee has no accrued benefits, he or she shall be placed on unpaid leave of absence and shall receive only his or her Worker's Compensation payments. Human Resources will notify the employee of his or her rights and responsibilities regarding the continuation of insurance benefits while on this leave. While on this leave of absence without pay, the employee will not accrue any sick leave, vacation, or holiday leave. Except as may be required by the FMLA, the employee will be responsible for maintaining all payments for health insurance, supplemental life insurance, credit union, and any other payment normally handled through payroll deduction.

Appendix D

Letter of Understanding between City of Coon Rapids and International Association of Firefighters Union Local No. 1935

The purpose of this Letter of Understanding (LOU) is to establish the EMPLOYER'S support for UNION participation in the Minnesota State Retirement System – Health Care Savings Plan (HCSP). Contributions to the HCSP plan must be agreed upon by both the bargaining unit and employer and written into a collective bargaining agreement. Therefore, the EMPLOYER agrees to enter into a LOU with the UNION to establish such a plan provided that the plan is ratified by its membership and receives the approval of the Minnesota State Retirement System.

This LOU will remain in effect from January 1, 2017 to December 31, 2018.

FOR THE CITY OF COON RAPIDS:	FOR LOCAL NO. 1935 INTERNATIONAL ASSOCIATION OF FIREFIGHTERS:
Matt Stemwedel, City Manager	Tom Johnson, President for Local 1935
Dated:	Dated:



City Council Regular 23.

Meeting Date: 12/20/2016

Subject: Consider Resolution 16-142, Approving Year End Budget Appropriations

From: Francine Hanson, Accounting Manager

INTRODUCTION

At the close of each year, the General Fund budget is compared to year-to-date revenues and expenditures ensuring that each activity does not exceed budgeted amounts. Net adjustments equal to zero are being recommended.

DISCUSSION

Comparisons of the 2016 estimated General Fund revenues and expenditures to the 2016 amended budget are detailed on the attached document.

Comparison of the General Fund to the 2016 Estimate (shown in the 2017 Budget) to current projections are as follows:

The 2016 General Fund balance is projected to have an excess of revenues over expenditures of \$1,457,759 after carry-forwards and before transfers (estimated at \$631,000), as compared to the estimate shown in the 2017 budget of \$496,992, an increase of \$960,767. This increase is before an anticipated fair market value loss on investments due to increasing interest rates. This is a paper loss but does get reflected in the financial statement as of December 31, 2016.

General Fund revenues are estimated to be \$29,296,654 or \$480,690 more than previously estimated in the 2017 budget document.

General Fund expenditures were reviewed with activity managers or department heads. It is anticipated that overall expenditures for 2016 will be \$27,838,895 which includes \$75,850 being carried forward to next year. This is \$480,077 under the 2016 estimate shown in the 2017 budget document. The carry-forwards include budgeted amounts for purchases that will be received after December 31, 2016 or are not needed until 2017. Accounting standards require that purchases be recorded in the year the items or services are actually received.

Comparison of the 2016 amended budget for General Fund revenues and expenditures to current projections are as follows:

The 2016 General Fund balance is projected to have an excess of revenues over expenditures of \$1,457,759 after carry-forwards and before transfers (estimated at \$631,000), as compared to the amended budget shown in the 2017 budget of \$515,927, an increase of \$941,832.

Revenues are estimated to be \$29,296,654 which is \$143,147 or .49% under the amended revenue budget of \$29,439,801.

Expenditures, including carry-forwards of \$75,850, are estimated to be \$27,838,895 which is \$1,084,979 or 3.7% under the amended budget of \$28,923,874. A summary of expenditure estimates compared to budget by department is as follows:

Personal Services

It is estimated that expenditures in the Personal Services category will be \$22,389,278. This is \$614,300 under budget primarily due to vacancies.

Other Charges and Services

It is estimated that expenditures in the Other Charges and Services category will be \$4,004,669 or \$4,020,019 with carry-forwards. This is \$239,068 under budget primarily due to less being spent than was budgeted for utility services and maintenance and repairs.

Supplies

It is estimated that expenditures in the Supplies category will be \$1,147,064 or \$1,147,564 with carry-forwards. This is \$125,530 under budget primarily due to less being spent than was budgeted for motor fuels and general supplies.

Capital Outlay

It is estimated that expenditures in the Capital Outlay category will be \$170,034 or \$230,034 with carry-forwards. This is \$96,081 under budget primarily due to savings from the amounts originally budgeted.

Other Disbursements

It is estimated that expenditures in the other disbursements category will be \$52,000 which is \$10,000 under budget due to lower than anticipated concession merchandise purchases at the Ice Center.

2016 CARRY-OVER TO 2017 BUDGET

Council is asked to consider carrying forward \$75,850 in the General Fund and \$548,575 for other funds into fiscal year 2017 for items not purchased or completed in 2016 as detailed in Resolution No. 16-142.

RECOMMENDATION

Staff recommends that Council adopt Resolution No. 16-142 re-appropriating funds within the 2016 General Fund budget and amending the 2016 and 2017 budgets.

<u>Attachments</u>

RS 16-142 Reallocation of Appropriations Revenue and Expense Comparison

RESOLUTION 16-142

RESOLUTION REAPPROPRIATING FUNDS WITHIN THE 2016 GENERAL FUND BUDGET AND AMENDING THE 2016 AND 2017 BUDGETS

- **WHEREAS**, Section 1-700 of the City Charter provides for adoption of an annual budget, and the subsequent re-appropriation of the unencumbered balances for other purposes; and
- **WHEREAS**, the City of Coon Rapids budget provides appropriations in a program format by activity; and
- WHEREAS, the actual charges of personal hours and other expenses differs somewhat from budgetary estimates made over one year ago; and
- WHEREAS, some 2016 budgeted items and services will not be purchased or received until 2017.
- **NOW, THEREFORE, BE IT RESOLVED,** that the City Council of the City of Coon Rapids hereby authorizes the re-appropriation of 2016 funds and amends the 2016 and 2017 budgets to include re-appropriation of 2016 budgeted funds to fiscal year 2017 as follows:

2016 BUDGET ADJUSTMENTS RES 16-142

ACTIVITY NUMBER	DESCRIPTION	PERSONAL SERVICES	OTHER CHARGES	SUPPLIES	CAPITAL OUTLAY	CHARGE BACK	TOTAL
103	Legal	6,000					6,000
104	Elections & Voter Registration	3,500	(700)	700			3,500
121	Maintenance of Official Records	9,300	300	100			9,700
122	Information	900	(300)	(100)			500
123	Management	(20,300)					(20,300)
124	Licensing	600					600
141	Human Resources		(13,300)	2,800			(10,500)
142	Fiscal Planning	(15,500)	(800)	800			(15,500)
143	Information Technology	9,200					9,200
144	General Revenue Collections	3,500		100			3,600
147	Property Appraisal			(100)			(100)
148	Purchasing	2,800					2,800
201	Court Case/Preparation			(300)			(300)
202	Investigation/Non-Traffic	(432,700)					(432,700)
203	Preventative Patrol/Traffic	534,100	(1,900)	(100)			532,100
204	Accident Reduction Project	(24,700)	100	, ,			(24,600)
205	Animal Control	28,500		100			28,600
206	Community Education	77,200	1,200				78,400
207	Drug Enforcement & Education	(62,500)	600				(61,900)
208	Emergency Operation Planning	(40,500)					(40,500)
221	Fire Prevention	, , ,		(400)	400		, ,
222	Fire Training	19,200		, ,			19,200
224	Rescue and First Aid		(300)	200	100		
225	Fire Investigation	(19,200)	` ,				(19,200)
302	Riverwind Recreational Center	, , ,	(900)	900			, ,
305	Community Schools	6,800	` ,				6,800
320	Facilities Rental	(6,800)	8,400	100			1,700
323	Contract Grants	, ,	9,700				9,700
324	Multi-Purpose Senior Center		(7,600)				(7,600)
401	Planning .		, ,	200			200
407	Neighborhood Reinvestment	6,600					6,600
421	Building Inspection	(6,600)		(1,800)	1,800		(6,600)
500	Snow Removal	(79,400)	(3,400)	(3,800)	,		(86,600)
501	Street Maintenance	1,300	(20,500)	(40,400)			(59,600)
503	Streetlight Maintenance	,	2,500	(-,,	(10,000)		(7,500)
506	Garage/Vehicle Maintenance		•	6,100	, ,		6,100
507	Public Building Maintenance		(27,000)	1,500			(25,500)
508	GIS	4,500	(6,000)	,	(200)		(1,700)
509	Engineering Maintenance Service	27,800	(5,500)	(1,000)	(/		21,300
510	Park Maintenance	,	61,100	30,000			91,100
511	Sidewalk Maintenance		(16,100)	(7,800)			(23,900)
514	Adult Softball Program		2,900	(100)			2,800
515	Indoor Skating	25,500	(7,000)	1,300			19,800
516	Outdoor Skating/Open	(67,400)	(6,700)	-,			(74,100)
521	Tree Maintenance	8,300	64,000	(13,900)			58,400
			32,800	(24,900)	(7,900)		

Re-appropriation of the following funds from the 2016 Budget to the 2017 Budget:

General Fund

Activity 103 - Legal Service	\$1,500	for attending a NDAA (one time) Conference
Activity 122 – Information	\$500	for stand up desk
Activity 143 - Information Technology	\$5,000	for Email training \$10,800 for desktop computer
Activity 143 - Information Technology	\$5,400 \$12,000 \$16,000	for laptop computers for printer for network switches for disaster recovery for network storage for scanner
Activity 147 - Property Appraisal	\$3,850	for commercial appraisals
Activity 508 - GIS		for GIS software project for CAD software
Activity 515 - Indoor Skating	\$3,300	for storage area ventilation
Other Funds	<u>\$75,850</u>	
Activity 786 - Facilities Construction	\$2,500	for custodian area divider wall
Activity 601 - Water System Maint.	\$500,000 \$20,000 \$2,750 \$10,000	for design of new water tower for variable frequency drives (VFD) for ventilation fan for partial water main replacement at Foley &
Northdale	\$9,480	for laptop and CW and GIS hardware and software.
Activity 620 – Sewer System Maint.	\$3,845	for CW and GIS hardware and software.
	<u>\$548,575</u>	

Adopted by the Coon Rapids City Council this 20th day of December, 2016.

	Jerry Koch, Mayor
ATTEST:	

Joan Lenzmeier, City Clerk

Comparisons of the 2016 esitmated General Fund revenues and expenditures to the 2016 amended budget are as follows:

REVENUES		Amended Budget		Mid Year Estimate		Current Estimate	_	Current Estimate Over (Under) Amended Budget
General Property Taxes Business Licenses Non-business Licenses/Permits Fines and Forfeitures Investment Income Intergovernmental Revenue Charges for Services Utilities Tax Other	\$	19,177,680 649,440 1,037,700 320,500 221,000 2,260,604 1,919,840 3,303,137 549,900	\$	18,985,900 594,505 973,200 309,000 186,000 2,256,935 1,787,795 3,158,052 564,577	\$	18,985,900 603,299 1,182,367 286,195 181,253 2,249,213 1,995,846 3,201,443 611,138	\$	(191,780) (46,141) 144,667 (34,305) (39,747) (11,391) 76,006 (101,694) 61,238
Total Revenues	\$	29,439,801	\$	28,815,964	\$	29,296,654	\$	(143,147)
EXPENDITURES BY DEPT. City Manager Department Legal Department City Clerk Department Finance Department Community Development Dept. Police Department Fire Department	\$	2,242,060 859,525 223,043 2,048,967 2,023,193 9,655,166 4,566,980	\$	2,152,532 854,552 222,117 1,986,549 1,968,004 9,590,414 4,533,149	\$	2,034,371 776,278 233,798 1,904,039 1,935,651 9,634,010 4,472,723	\$	(207,689) (83,247) 10,755 (144,928) (87,542) (21,156) (94,257)
Public Works Department Total Expenditures	\$	7,304,940	\$	7,011,655	_	6,848,025 27,838,895	_	(456,915)
*prior to reallocating funds	<u> </u>	20,323,074)	20,310,372	. <u>-</u>	27,030,033	, ,	(1,084,979)
Revenues over Expenditures	<u>\$</u>	515,927	\$	496,992	\$	1,457,759	\$	941,832
SUMMARY OF EXPENDITURES BY	PUR	POSE		Mid Year				Current Estimate Over (Under)
EXPENDITURES BY PURPOSE		Amended Budget		Estimate	. <u> </u>	Current Estimate	_	Amended Budget
Personal Services Other Charges and Services Supplies Capital Outlay Other Disbursements	\$	23,003,578 4,259,087 1,273,094 326,115 62,000	\$	22,778,055 4,022,284 1,136,189 320,444 62,000	\$	22,389,278 4,020,019 1,147,564 230,034 52,000	\$	(614,300) (239,068) (125,530) (96,081) (10,000)
Total Expenditures	\$	28,923,874	\$	28,318,972	\$	27,838,895	\$	(1,084,979)



City Council Regular 24.

Meeting Date: 12/20/2016

Subject: Adopt Resolution 16-143, Approving 2017 Compensation Plan for Unrepresented

Employees

Submitted For: Matt Stemwedel, City Manager

From: Jill Pocklington, Human Resources Coordinator

INTRODUCTION

This resolution is being presented in compliance with City Code Section 3-301 which requires the annual presentation of a compensation plan to the City Council. City Staff requests that the City Council adopt a resolution establishing the 2017 Compensation Plan for unrepresented employees.

DISCUSSION

The City's 2017 Compensation Plan includes the following:

- A 2017 wage schedule for full-time and regular part-time employees with 24 pay grades and nine steps within each grade. Each salary range minimum is approximately 75 percent of its range maximum.
- A wage schedule for variable hour, part-time positions. This scale will provide for consistency across the organization for variable hour, part-time positions.
- The 2017 wage schedule for unrepresented positions includes a 2.75% wage increase. The wage increase mirrors the 2017 increases in the 2017-2018 International Association of Firefighters Union Local No. 1935 and Minnesota Teamsters Public and Law Enforcement Employees' Union Local No. 320 Collective Bargaining Agreements.

RECOMMENDATION

Adopt Resolution 16-143 Establishing the 2017 Compensation Plan for Unrepresented Employees.

BUDGET IMPACT:

The 2017 City Budget approved by Council adequately funds the proposed 2.75% wage increase.

Attachments

RESOLUTION NO. 16-143

A RESOLUTION ESTABLISHING 2017 COMPENSATION PLAN FOR UNREPRESENTED EMPLOYEES

- **WHEREAS,** City Code Section 3-310 requires the City Manager to present a compensation plan annually for all pay grades to be approved by resolution of the City Council; and
- **WHEREAS,** this plan is in compliance with Minnesota Statute 471, which is referred to as the Pay Equity Law; and
- **WHEREAS,** a classification and compensation plan has been developed to maintain compliance with the Pay Equity Law and to sustain competitive wages; and
- **WHEREAS**, the wage schedule includes a 2.75% wage increase for unrepresented employees effective January 1, 2017, which was included in the 2017 budget approved by City Council.
- **NOW, THEREFORE, BE IT RESOLVED** by the Coon Rapids City Council that the following pay scheduled be adopted, effective January 1, 2017.

2017 Regular Full-Time and Part-Time Wage Schedule (Hourly)

Grade	Step			
Grade	1 (min.)	9 (max.)		
A	\$17.16	\$21.38		
В	\$18.18	\$22.65		
C	\$19.28	\$24.01		
D	\$20.44	\$25.46		
Е	\$21.65	\$26.98		
F	\$22.96	\$28.61		
G	\$24.33	\$30.32		
Н	\$25.79	\$32.14		
I	\$27.34	\$34.07		
J	\$28.99	\$36.12		
K	\$30.72	\$38.28		
L	\$32.56	\$40.58		
M	\$34.51	\$43.01		
N	\$36.59	\$45.59		
О	\$38.78	\$48.33		
P	\$41.11	\$51.23		
Q	\$43.57	\$54.30		
R	\$46.19	\$57.56		
S	\$48.96	\$61.01		
T	\$51.90	\$64.68		
U	\$55.01	\$68.55		
V	\$58.31	\$72.67		
W	\$61.81	\$77.03		
X	\$65.52	\$81.64		

2017 Variable Hour Part-Time Wage Schedule (Hourly)

Cuada	Step		
Grade	1 (min.)	9 (max.)	
Α	\$12.86	\$16.03	
В	\$13.64	\$16.99	
С	\$14.45	\$18.01	
D	\$15.32	\$19.09	
Е	\$16.24	\$20.24	
F	\$17.22	\$21.45	
G	\$18.25	\$22.74	
Н	\$19.35	\$24.11	
I	\$20.51	\$25.55	
J	\$21.74	\$27.09	
K	\$23.04	\$28.71	
L	\$24.42	\$30.44	

Section 1. Full-Time and Regular Part-Time Unrepresented Employees

A compensation and classification plan was implemented for unrepresented employees in 2014. Employee positions were evaluated and placed within the plan in a method that complies with the Pay Equity Act and maintains a competitive wage schedule.

There are nine pay steps within each pay grade of the compensation plan. The minimum rate, Step 1, is the rate at which a new employee usually starts. Employees with considerable work experience in similar positions may start above the minimum rate. Employees may also start above the minimum when market rate conditions dictate a higher salary in order to attract qualified candidates. The maximum rate, Step 9, is considered the top salary for a position and may only be exceeded under certain circumstances. Exceptions would include an employee who exceeds the maximum rate prior to the implementation of this plan or as it is allowed under the Merit Pay Program.

Employees will be compensated at a rate between the minimum and maximum rates, with the specific amount to be determined by the City Manager. In establishing a fair and equitable salary, the City Manager may consider salaries for comparable positions in comparable cities. Other factors of consideration will be the general prevailing wages for such a position in the metropolitan area, comparability of duties and responsibilities to other City positions, and tenure and performance of the individual employee.

The City Manager may also continue the Merit Pay Program in 2017 that would allow for unrepresented employees to receive additional compensation of up to 1% of their base annual wage. Merit pay is not a permanent addition to an employee's wages. This program is subject to the availability of funding and may be eliminated at the discretion of the City Manager, if necessary.

Section 2. Part-time Employees (variable hours)

A wage schedule for variable hour part-time employees has been established. This schedule provides for more consistency across the organization in terms of position classifications and compensation. Part-time employees with variable hours may be eligible for step adjustments within their pay grade, but not necessarily at the same rate as full-time employees. Eligible for pay adjustments will be determined by performance, which is the responsibility of the employee's supervisor, subject to review by the department head and Human Resources.

Section 3. Temporary and Seasonal Employees

The City Manager is hereby authorized to employ temporary and seasonal employees as provided for in the 2017 budget.

Resolution No. Page 2	16-143
Section 4.	City Manager
City M emplo	ordance with the City Manager's employment agreement, dated June 16, 2015, the fanager will receive the same wage increase granted to other full-time, unrepresented yees. All other aspects of the City Manager's contract remain unchanged. The Coon Rapids City Council this 20 th day of December 2016.
raspect of a	to evoluting and evolution and all provided 2010.
	Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk